

JOB VACANCY

ICT INFRASTRUCTURE ASSISTANT (PEKERJA SAMBILAN HARIAN)

JOB SCOPE:

- Responsible to Infrastructure unit in documentation, filling system and others scope of work that related.
- To provide an IT document with high-quality documentation support
- To use a document management system to independently retain the records, archives and provide official copies upon request.
- To maintain IT internal documentation to ensure that records are up to date and organized.
- To maintain the system application services and networks to ensure reliability, effectiveness, and future-proofing.
- Work with end-users to identify and deliver required PC service levels.
- Install, configure, test, maintain, monitor, and troubleshoot end-user workstation hardware, networked peripheral devices, and networking hardware products.
- Where required, install, configure, test, maintain, monitor, and troubleshoot associated end-user workstation software and networking software products.
- Receive and respond to incoming calls, and/or e-mails regarding PC and/or hardware problems.
- Develop and maintain an inventory of all monitors, keyboards, hard drives, modems, printers, scanners, and other peripheral equipment.
- Monitor and test PC performance and provide PC performance statistics and reports.
- Construct, install, and test customized configurations based on various platforms and operating systems.
- If necessary, liaise with third-party support and PC equipment vendors.

REQUIREMENT:

- Candidates must possess at least Diploma in Information Technology or equivalent.
- Minimum 1 year experiences in related field and skill
- Required skills are hardware, network, PC dan Server
- Able to work beyond normal working hours, able to work in the field & able to outstation for certain period of time
- Knowledge and experience :
 - i. Excellent technical knowledge of network and PC hardware, including Microsoft platform.
 - ii. Hands-on hardware troubleshooting experience.
 - iii. Extensive equipment support experience with PC.
 - iv. Working technical knowledge of current network protocols, operating systems, and standards.
 - v. Ability to operate tools, components, and peripheral accessories.
 - vi. Able to read and understand technical manuals, procedural documentation, and OEM guides.
 - vii. Ability to conduct research into PC issues and products as required

OTHER INFORMATION:

- The appointment is a contract as temporary workers
- The employment of the employee shall be not exceeding six (6) months (contract extension is performance based)
- Salary is RM 72 per day
- Allowance Entitlement for Official Domestic Travel
 - a. Mileage Allowance
 - b. Room Type or Lodging Allowance
 - c. Daily Allowance
 - d. Meal Allowance
- EPF & SOCSO Contribution

Note:

- This vacancy must be applied through the Job Online System at <https://digital.perak.my/>