JOB VACANCY

EDP JUNIOR EXECUTIVE

JOB DESCRIPTION

1. Maintains / develops hardware and software requirements:
   - Identify and suggest improvement with the needs or technology in today environment.
2. Ensure that all procedures for the operation of the back office and front office software are strictly followed.
   - To meet the full application for both departments or other department related to the operation.
   - To ensure the full usage applicable system are exercises accordingly to meet the objectives
3. Monitor closely system performance to ensure smooth running of the computer system.

JOB QUALIFICATION

1. Candidate must possess at least a Degree in Computer Science or equivalent.
2. At least 2 years of working experience in networking and server administration in a LAN environment
3. Ability to identify problems and issues encountered and highlight to manager.
4. Understand all versions of Ms Window and MS Office.
5. Knowledge in networking, WAP, LAN, firewall and hardware, troubleshooting.

Interested candidates can submit an application via email to hroprimula@gmail.com before 27 May 2024 and attach a CV/resume, a passport-sized photograph, a copy of an identity card and an academic/related graduation certificate.