JOB DESCRIPTION

POSITION TITLE: IT SPECIALIST

REPORTING RELATIONSHIPS

     ACCOUNTABLE TO: LAS CASAS GAMING INC.

     REPORTS TO: MARIA CELERINA GALLARDO III / GINO RAFAEL DIMAANO

Role Overview:

We're looking for an IT Specialist and Front-End Developer to join our team. Qualified candidates will be expected to have a working knowledge of HTML5, CSS, and JavaScript and a strong understanding of user interface and user experience (UI/UX) design. IT Specialist workers help maintain, manage and repair IT systems. The role also involves diagnosing software or hardware faults and solving the issues over the phone or in person

Key Responsibilities:

(IT Specialist)

1. Establish, configure, upgrade and maintain operating systems, application software and system management tools.
2. Install, configure, and troubleshoot various network devices and services (e.g., routers, switches, firewalls, IPS, IDS, QoS, VPN).
3. Maintain and support private and public cloud.
4. Monitor performance and ensure system and network availability and reliability.

(Technical Support)

1. Installation & and configuration of a company's computer hardware operating systems and applications.
2. Maintenance and monitoring of computer networks and systems.
3. Logging the queries of customers and employees.
4. Diagnosing and solving hardware or software faults.
5. Testing and evaluating new technology.
6. Performing electrical safety checks on the company's computer equipment.
7. Responding to call-outs in a timely fashion.
8. Following instructions, either written or in diagram form, in order to set up a system or fix a fault.

(UI/UX Designer & Front-End Developer)

1. Write well-designed, testable, efficient code by using best software development practices
2. Create website layout/user interface by using standard HTML/CSS

3. Closely work with project team to develop applications throughout their life cycle according to the coding standards and best practices.
4. Gather and refine specifications and requirements based on technical needs
5. Responsible for the development of front-end interface and front-end components/class libraries,
6. Be responsible for maintaining, expanding, and scaling our site
7. Plan and handle your own workload and design process that involves managing conflicting priorities and resolving issues.
8. Work closely with the development team during implementation and review the deliverables to ensure that the UI and UX is according to the design.
9. Collaborating with visual designers and creative directors to incorporate a visual or brand identity into the end product
10. Use jQuery or other Javascript libraries to create interactive.
11. Working on multiple projects and meeting deadlines

(QA Tester)

1. Executes test plans and reports bugs, usability, and performance issues.
2. Creates or/and prepares test data to execute testing.
3. Discusses, recommends and implements new trends/techniques/technology on testing and quality assurance.
4. Prepare and manage test environment
5. Interact and collaborate with client development teams
6. Tracking and classifying incoming incidents or service requests, attempting initially solutions.
7. Review requirements specifications and technical design documents to provide timely and meaningful feedback

Qualifications and Skills:

- Graduate of BS in Computer Science, Computer Engineering, Information Technology or any relevant course.
- Minimum (3) years of professional experience in Front-end developer.
- Experience in web frontend development
- Experience in developing, testing and refactoring Object-Oriented JavaScript
- Experience building large web sites with CSS
- Experience writing HTML
- Experience cross-browser development, including multiple versions
- Experience with design patterns
- Experience in Wordpress Theme Development
- Experience collaborating with product managers, designers, and application engineers to refine and improve the complete user experience
- Proven web UI development expertise
- Proven record of developing functional prototypes using HTML, CSS, & Object-Oriented
- JavaScript to demonstrate creative concepts
- Solid understanding of web, usability, and accessibility standards
- jQuery

- Responsive design
- Having an in-depth knowledge of programming concepts, languages and databases.
- Proficiency in graphic design software including Adobe Photoshop, Adobe Illustrator, and other visual design tools.
- Ability to work with multiple, distributed teams
- Energetic, positive attitude combined with a drive to get things done
- Passion to grow and advance and a self-driven personality is a must
- Strong interpersonal skills
- Strong written and verbal skills
- Analytical and problem-solving skills
- Expert knowledge in how operating systems and software works.
- Excellent problem-solving skills.
- The capacity to work well within a team.
- The capacity to clearly explain a technical problem to a customer/colleague.
- Outstanding listening and questioning skills.

Prepared by:

Approved by:

STEPHANIE JANE GUIAS

HR/Admin Assistant

LEO A. BARROSA

President

Reviewed by:

Received by:

MARIA CELERINA GALLARDO III

Operations Head

Employee