

JOB DESCRIPTION - IT EXECUTIVE

Web Administrator and Graphic Designer:

- Responsible for the Company's website and internet development, customisation, maintenance and support.
- Facebook/Website administrator to update content.
- Graphic design for company's buntings, banners, pamphlets, etc.

Company's IT related needs, reviews and improvement:

- Make necessary recommendations and ensure effective implementation of computer systems and software programmes for the Company.
- Review, analyse and study new requirement, change requests or problems reported and identify whether requested items need vendor's intervention.

Project Management:

- Assist Head of Department (HOD) in carrying out processes for implementing new project.
- Identify suitable vendors with the best possible deals.
- Provide inputs in proposal preparation for new project implementation.

Processing:

- Run back office interface program at the end of each working day and perform day end processing at the Back Office System (BOS), Electronic Client Order System (ECOS) and Bridging Traders & Exchange (BTX).
- Have experience with system – ARMADA, BURSA, BOS, ECOS and BTX.

Problem Solving:

- Liaise with Bursa on any issues arising.
- Promptly report all security incidents to the management to ensure that appropriate actions are taken.
- Corrects any validation errors that are identified upon running the import process and keep appropriate records on the problems encountered.

IT Support:

- Provide technical support on the office automation and performs daily backup.
- Assist in providing technical support on the ECOS/BTX and data communication.