

Role:- IT – Chetan

Regular office hours:- 9.30 AM – 6 PM

Date:- 1st April 2020 – 31st March 2021

Job Role Summary:

This role is responsible handling and overlooking all IT work for Wings Events. This role reports into the COO.

Key Results Area #1 – Wings Website

- Design, maintain and update website on a monthly basis. Ensure that all event photos and videos for each month are updated before the end of the month.

Key Results Area #2 – Wings Internal App

- Maintain, update new features and troubleshoot any issues with the Internal HR App for Wings
- Constantly ensure processes are transitioned to the HR app to ensure the HR app is a complete tool serving for Wings events

Key Results Area #3 – Server Maintenance

- Maintain and troubleshoot any issues with the Wings Server. Ensure that the server is never down and notify any downtime schedules in advance.

Key Results Area #4 – Employee Attendance and Database

- Monitor employee attendance capture on a daily basis and report any issues with capture. Also co-ordinate with HR/management for any approved leaves, meetings and events to be updated for employees. Also co-ordinate with HR/Management for any changes in employee attendance data already captured that has been approved.

Key Results Area #5 – Employee Support

- Help employees with any HR app related issues, such as updating documents, demographics and any relevant information.

Key Results Area #6 – Assistance with Client Work

- Assist marketing/NBD/creative teams with creating web mailers and web applications for clients as and when necessary.

Key Results Area #7 – Wings culture code

- Reporting time to office is 9.30 AM
- Follow dress code
- Notify reporting manager for leaves in advance. Comp offs need to be approved in advance