Job Title:

IT Specialist

Purpose of Job:

Response to maintenance internal website, and add or modify the function according to user's requirement. Migrate the current web system to new platform (BPM). And also be able to manage/maintenance/problem solving on standard software such as ERP or other purchased software. Able to manage the database server (MySQL, MSSQL etc.)

Main Task:

1. Provide full supporting to IT Senior Manager

2. Carry out tasks assigned by IT Senior Manager

3. Learn new BPM development techniques

4. Migrate the current GRH Web system to the BPM platform

5. Implement internal software to support internal working process to increase working performance

6. Support and maintain purchased software just as ERP, Server software, standard software.

7. Finding new technology about programming or software to improve quality of work.

 8. Prepare a variance of reports submit a weekly IT report to IT department head

 9. Maintain database system for Email, ERP, MSSQL, MySQL and internal software created.

10. Manage the personnel and work assignment of the software development department.

Qualification, Skills, Knowledge Required for this Position

• B.Sc. in Computer Science, Information Science or comparable experience

• Familiar with the BPM development process

 • Understanding software programming and able to program for .NET series language (C#, VB.NET, ASP.NET

 • Understanding database management such as MySQL, MSSQL, and Microsoft Access.

 • Excellent communication, presentation and training skills. Good interpersonal skills

 • Basic understanding of PC hardware set-up and configuration

 • Positive attitude and high degree of cooperation