

IT SUPPORT ADMINISTRATOR

Employment Type: Permanent (Full-time)

Location: 10 Jalan Samulun, Singapore 629124

Responsibilities:

- Provide network support and server configuration/installation/security management/performance management.
- Troubleshoot or diagnose and resolve technical hardware and software issues and involve network connectivity.
- Provide necessary assistance to application operations and project implementations.
- Provide day to day support for queries related to various hardware, software, network, windows desktop, server systems and storages issues.
- Provide infrastructure support as required on projects (e.g., installations, backups and databases).
- Ensure required documentation is maintained and completed.
- Ensure the IT service efficiency and proactively propose any potential service improvement.
- Administer AD/Domain, SQL server, SharePoint, Backup, DNS, File Servers, FTP, Web-servers and various other system administrations.
- Regularly look for security vulnerabilities and take necessary action to remediate them.
- Perform any other tasks as may be assigned by the supervisor.
- Ensure compliance to relevant government regulations and company's quality, safety, health and environmental (QSHE) policies, practices and procedures at all times.

Qualification:

- Diploma in Information Technology, Computer Science, Software Engineering or a related field and Google IT Support Professional Certificate.
- Knowledge of computer hardware, including experience with operating systems e.g., Windows, Mac OS.
- Knowledge of Intergraph-SmartMarine 3D Software troubleshooting and component catalogue creation will be an added advantage.
- Minimum of 2 years of relevant experience.
- Excellent communication, interpersonal skills and customer-oriented behaviour.

Interested applicants to email your resumes to hr@bakertech.com.sg stating expected salary and earliest possible start date.

We regret to inform that only suitable applicants will be contacted for an interview.