



JOB DESCRIPTION

IT Executive

JOB TITLE : IT Executive
DUTY STATION : Phnom Penh, Cambodia
REPORTING LINE : General Manager
SALARY RANGE : Negotiable

RESPONSIBILITIES:

Under the supervision and monitoring of General Manager, the IT Executive is responsible for, but not limit to, the following duties and responsibilities:

- Direct the development, implementation and administration of all IT
- Perform management of IT initiatives
- Manage internal/external application upgrades
- Define and improve all system and network operations processes
- Responsible for installing and configuring computer hardware, software, systems, Networks, printers, scanners
- Connect to Cloud Server (google drive; one drive...)
- Responsible for configure email on Microsoft Outlook and backup
- Planning and undertaking scheduled maintenance upgrades
- Investigating, diagnosing and solving computer software and hardware faults
- Repairing equipment and replacing parts
- Checking computer equipment for electrical safety
- Maintaining networking and regularly scanning virus of the facility
- Keeping up to date with the latest technologies
- Manage Websites (develop, update information)
- Other as assigned

QUALIFICATION & REQUIREMENTS:

- Bachelor degree in Computer Science or Web design
- At least 2 years experiences in web development using PHP, Joomla
- Proficiency in Adobe Photoshop, illustrator
- Good at web designing
- Programming Web-Based Knowledge: PHP (need), HTML, CSS)
- Database Management System: MYSQL
- Creative thinking in system development

- Good interpersonal skills; Well-organized, excellent attention to detail, task management skill, flexible, organization skills and ability to handle multiple tasks under deadlines.

CAMFEBA is committed to equal opportunities. Women are particularly encouraged to apply. Interested applicants should submit their CVs and Cover Letters by email at hr@camfeba.com or 023 23 00 23 / 012 936 009. Please do not send certificates or copies of testimonials at this stage. Only shortlisted candidates will be notified and called for interview.