



JOB DESCRIPTION IT EXECUTIVE

JOB TITLE	: IT Executive
DUTY STATION	: Phnom Penh, Cambodia
REPORTING LINE	: Senior Operation
SALERY RANGE	: Negotiable

RESPONSIBILITIES:

Under the supervision and monitoring of Head of Operation Department, the IT 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

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

- Programing 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.