IT Assistant

Responsibilities :

- Troubleshoot and correct hardware / software computer and network problems
- System development and enhancement - web programming
- Perform hardware and software maintenance duties
- Knowledge of networking, hardware & software
- Able to work independently and is self-motivated
- Good interpersonal skills to interact with colleagues.
- Required language(s): Bahasa Malaysia & English

Requirements:

- Candidate must possess at least a Diploma, Advanced/Higher/Graduate Diploma in Computer Science/Information Technology or equivalent
- At least 2 year of working experience in related field
- Required skill(s): web programming and reporting skills, knowledge of database and end-user it support, hands on experience in creating system documentation
- **Must have thorough knowledge of PC hardware and software**