

<b>NON-ACADEMIC POSITIONS</b>	<b>Closing Date: 31<sup>st</sup> December 2021</b>
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**Position 2: Administrative Assistant (1 position)**

**Location : ISSB Management Office, Gombak, Kuala Lumpur**

<b>Department</b>	<b>Status</b>	<b>Expected Report Duty</b>
ICT Unit, Facilities & Services	Full Time	January 2022

**Job Description:**

1. To attend and perform any task assign by Facilities and Services Manager regarding in designing technical solutions based on business requirements and design IT solution architectures.
2. To attend all the complaints regarding to the troubleshooting hardware and software related issues on servers and workstations at user's site.
3. To prepare report or breakdown problem and report to Manager.
4. To attend all meetings and discussions organized by the Department.
5. To perform any additional responsibilities assigned by Department.
6. Assist in the production the staffs' card and students' card in any events manage by company.

**Job Requirements:**

1. Candidate must possess a Diploma or Professional Certificate in Computer Science / Information Technology or equivalent.
2. At least 1-2 years in ICT or networking experience.
3. Proven ability to perform hands-on installation and troubleshooting of IT hardware & software with knowledge of PC / workstation.
4. Able to multi task in a fast paced work environment
5. Good communication skills and able to describe proper solutions to users.
6. Flexible and willing to work during unsocial hours.
7. Must have high commitment and responsibility toward the job.
8. Able to work independently and in a team.