



IT Executive (Technical)

Malaysian International Chamber of Commerce and Industry (MICCI)

About Us

MICCI is the longest established business chamber in Malaysia having championed Malaysian and international businesses since 1837. The Chamber's aim is strategically focused on facilitating and supporting its Members in their goals to successfully develop their business in Malaysia. With close to 1,000 corporate members representing over 30 different nationalities, MICCI is recognised as one of the most active advocates for the business community.

Primary Role

The Information Technology (IT) Executive will have direct responsibility in making certain that the organisation's computer systems (using Macintosh) are kept reliable and efficient at all times.

Key responsibilities include:

1. To maintain and upkeep all computers', networks and IT related hardware and software that support the operations of the organisation.
2. To respond, investigate, diagnose and resolve any IT related hardware and software problems within the headquarters and assist the branch offices on the same (remotely).
3. Ensure security of data, network access and backup systems including maintenance of internal servers.
4. To maintain and administer an asset inventory of all hardware and software equipment, licenses and supplies.
5. To assist in maintaining and updating the organisation's website (Content Management System), and liaise closely with external website developer on enhancements and upgrades when required.

Experience and Requirements

1. Graduate diploma or degree in information technology, computer science and related fields.
2. Must be highly competent in Macintosh (primary) and Windows (secondary) hardware, software and applications.
3. Displays excellent trouble shooting skills and up to the task in handling various technological concerns.
4. Good knowledge in network and server systems as well as general IT related equipment.
5. Knowledge in relationship databases and Content Management Systems would be an added advantage.

How to Apply

If you have the skills, commitment and passion we are looking for, please provide a cover letter and CV to hr@micci.com.

"Only applicants meeting the criteria outlined above will be contacted as part of the shortlisting process".