

## SENIOR ENGINEER – IT (OA)

### SCOPE OF RESPONSIBILITIES

To manage corporate automation initiative (SharePoint), Server Infrastructure, Office 365, IT Security, and Project Management. Candidate also responsible to ensure continuous improvement in IT Department by embarking in new technologies and improve current process.

### REPRESENTATIVE ACTIVITIES

#### SharePoint (On Premise & SharePoint 365)

- Manage and monitor overall SharePoint farm, server health, permissions, functionality of existing SharePoint systems.
- Technical lead for future deployments which include information gathering, system design, implementation and testing.
- Responsible of audit SharePoint environment, identify and report governance violations.

#### Server

- Proactively manage all corporate server infrastructure e.g. VMware and Physical servers
- Lead future server upgrade and deployment of corporate server infrastructure.
- Plan, manage and perform Change Management (CM) process with minimum downtime to business

#### Office 365

- Manage and troubleshoot all Office 365 and its related issues.
- Take lead to implement latest office 365 products and services to corporate users.

#### Security

- Manage all Internal security systems and ensure IT Security best practices is always in practice for new projects, upgrade and service decommission.
- Proactively monitor and response to any IT security and suspicious activity.
- Participate in identify latest treat and ensure all systems deployed are safe from external threats and malware.

#### Project Management

- Experience in managing both technical and commercial part of mid to large project deployment
- Capable to see “big picture” of projects in terms of migration, risks and deployment strategy
- Able to work with limited resources and ensure project are implemented within agreed timeline.

#### Documentation & Training

- Responsible all documentation related to SharePoint and other systems implementation e.g. design diagram, admin, guide user guide, BCP documents, IT Policy and troubleshooting documents
- Responsible to prepare project paper for management’s approval.
- Conduct training to business users as and when required.
- Assist in yearly audit and prepare process related documentation e.g. Internal and ISMS

#### Others

- Participate in patch management, DR exercise and call tree test.
- Provide end user support for laptop and desktop users as and when necessary.

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- Ensure software & license renewals done in timely manner
- Be part of on call to provide weekends supports when necessary.
- Other tasks as assigned.

### REQUIREMENTS (Education, Experience, Skills, Attributes / Behaviors, Others)

- Bachelor Degree in Information Technology or Computer Science
- Min 5-year experience SharePoint, operation system, project and end user support
- In depth knowledge and understanding of SharePoint 2010/2013/2016 and SharePoint 365.
- Hands-on experience in supporting core IT Infrastructure E.g. Active Directory, DNS, DHCP and Windows Servers.
- Hands-on experience in supporting Office 365.
- Hands-on experience in system software e.g. VMware 5.5 & 6.0, Symantec Backup, Trend Micro System, Web Proxy,
- Knowledge in managing IT Network and Linux would be a plus.
- Resourcefulness, proactive and problem-solving aptitude
- Ability of scripting and program development with ASP.NET, Python and Microsoft PowerShell.