



The Tanglin Club was founded in 1865 and is prominent among the established private members' clubs in Singapore. We are now looking for an individual to support the Information Technology (IT) department.

IT System Support Executive (For 6 Months)

Reporting to the IT Manager, the successful candidate will be responsible for the following functions:

- Provide first level support for IT-related problems/issues
- Provide IT maintenance support
- Troubleshoot, monitor and resolve computer, email, user account setup, printer issues
- Install and configure computer systems
- Diagnose and solve hardware/software faults
- Log customer/employee queries
- Analyse request/call logs to spot trends and underlying issues
- Adhere to IT department standard operating procedures
- Other IT support tasks as assigned by supervisor

Qualifications:

- Diploma in Information and Digital Technologies or Certificate in Computer Studies
- Proficient in Windows operating systems, MS Office, Excel, Outlook. Knowledge in ITL Support framework is an added advantage.
- Minimum 1 to 2 years of relevant experience
- Good interpersonal skills, internal customer focused, motivated and able to work independently as well as in a team

If you are looking for a challenging and rewarding career, we invite you to write in-confidence with details of your career history and contact details to:

tcrecruit@tanglin-club.org.sg