



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 Systems & Network Executive (12-Month Contract)**

**The incumbent will responsible for the following responsibilities:**

- Provides daily support to end users on desktop, application, POS, network and IT infrastructure.
- Responsible for the day-to-day administration and maintenance of all hardware.
- PCs, printers, servers, POS, DSS, network devices, etc. network and IT security infrastructure.
- Performs upgrading, installation, configuration, maintenance, backup and restore of servers and network equipment.
- Ensures the reliability, availability and timeliness of ongoing IT operations.
- Manages IP Telephone System.
- Liaises with IT vendors for issue resolution and/or project execution.
- Evaluates and performs procurement for IT hardware and network equipment.
- Develops and reviews technical documentation.
- Assists to manage IT deployment projects.
- Performs any other ad-hoc duties which may be assigned by the immediate superior and/or employer.
- After-office hours and weekend standby support on rotational basis.

**Requirements:**

- **Minimum Diploma in Info-Communications and Network Engineering or relevant IT disciplines**
- MSCE, CCNA, ITIL certification would be advantageous
- 1 to 3 years' experience / Fresh graduates are welcome to apply
- Good communication and problem-solving skills
- Microsoft Windows Server, Active Directory, GPO, DNS, DHCP
- Microsoft SQL Database
- Familiar with Cisco network equipment configuration and maintenance
- Familiar with Storage and Backup Solutions including SAN and NAS
- Familiar with Storage and Backup Solutions will be an added advantage
- Familiar with POS system
- Must be a team player who is independent, resourceful and takes initiative

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:

**[ITrecruit@tanglin-club.org.sg](mailto:ITrecruit@tanglin-club.org.sg)**