



Q EXPRESS LINE SDN BHD (670050-P)
QEL SHIPPING SERVICES SDN. BHD. (502696A)
(a subsidiary of LKC Holdings)

Tel: +60356236200 Fax: +60356236201 Email: enquiry@gel.com.my Web: www.gel.com.my

POSITION DESCRIPTION

Position Title:	MIS OFFICER / EXECUTIVE
Reports To:	GENERAL MANAGER
Position Supervises:	FINANCE & ADMIN MANAGER (QEL)

1. POSITION SUMMARY

Responsible for managing the information systems of their employer. They are involved with any task related to managing of the employer's information systems and IT infrastructure. Their primary concern is to improve productivity of the organization through effective implementation of IT system / policy and to ensure security and safety of employer's electronic information and data is not compromised.

2. FUNCTIONS AND ACCOUNTABILITY

Responsibilities and functions include following but not limited to:

- Creating and managing the various databases used by their employer, which requires proficiency with database management software.
- Provide technical support / troubleshooting on IT related issues including networking, hardware and application software and office equipment.
- Administer and ensure minimal downtime of office network infrastructure, firewalls, WIFI, database, other facilities (Hardware/Software) and email accounts,
- Manage company website and social media.
- Ensure minimal downtime of organization's network, servers and workflow systems deployed.
- Maintaining network connectivity for the various machines used within the organization.
- Managing both hardware and software assets including procuring and installation,
- Troubleshooting daily IT problem including network error, internet connection disruptions and PC malfunctions.
- Implement Software and Security Updates for Data Security.
- Main entry point to communicate with third party IT vendors and principal's IT Department.
- Ensure security of data, network access and backup system.
- Implement daily management and others assigned duties.



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3. EDUCATION, EXPERIENCE & SKILLS REQUIREMENTS:

EDUCATION & EXPERIENCE:

- Possess at least a Professional Certificate in Computer Science / Information Technology or equivalent.
- Min 3 years' experience in the related field.
- Good command of English – both written and spoken
- Hands-on experience with computer networks, network administration and network installation.
- Act as alignment with user needs and system functionality to contribute to organisation policy.

SKILLS & BEHAVIOURS

- Preferably Executive specialized in IT / Computer - network / system / database admin or equivalent.
- Critical Thinking Skills
- Systems Analysis Skills
- Complex Problem Solving Skills
- Ability to work under pressure and independently
- Motivated and enthusiastic team player – willingness to help out wherever possible and motivate others.
- Hands on and “Can do” attitude

4. PRINCIPAL WORKING RELATIONSHIPS

INTERNAL

- All level of staffs

EXTERNAL

- Principal office
- Service providers

[APPLY](#)