



Mitsubishi Motors Malaysia Sdn Bhd is the official distributor of Mitsubishi Motors vehicles in Malaysia. As one of Malaysia's leading automotive company, Mitsubishi Motors Malaysia is committed to produce and sell vehicles that are technologically advanced, high in quality, performance, safety and comfort.

We invite suitable talented individuals who are result-oriented, fast-paced and committed to join us as:

EXECUTIVE / SENIOR EXECUTIVE - IT AND ADMINISTRATION (based in Shah Alam)

Responsibilities:

- Assist in PCs setup and maintenance (Win 7 & Win 10)
- Assist in Servers setup and maintenance (Windows Server 2008, 2012 & 2019)
- Handling Microsoft software licensing
- Support for Intranet - Server/Network devices.
- Conduct coaching on applications
- Perform backup general administrative and other tasks assigned
- Ability to plan the roadmap for the organization

Requirements:

- Minimum of IT certification or technical in Diploma or equivalent qualifications
- 6 years and above relevant working experience in IT service industry or IT infrastructure
- Experience in managing entire office and branches
- Ability in vendor & customer management
- Ability to re-think/revamp the Corporate architecture
- Familiar with Microsoft Win7, Win10, Antivirus & Microsoft Office
- Hands on experiences in supporting and troubleshooting user computer usage issues such as Windows OS, MS Office, network connection, Email, Internet, antivirus and etc.
- Basic to advance DOS command knowledge
- Work experiences in MS Active Directory, server virtualization, data backup and storage system.
- Basic knowledge in firewall
- Knowledge in disaster recovery (servers and PCs) onsite and offsite

Interested applicants are invited to write-in, fax or email a detailed resume stating qualifications and experience, current and expected salary together with a recent passport-sized photograph to: