



### About Mun Siong Engineering Limited

One of Singapore's leading integrated service providers since 1969, Mun Siong Engineering Limited offers a range of mechanical and electrical & instrumentation services for oil & gas, petrochemical, energy, chemicals, and power industries. As a one-stop solution provider, the Mun Siong Group caters for engineering, procurement, fabrication, construction, maintenance of plants and equipment, and specialised products and service solutions.

**Location :** Singapore

### Job Description

Reporting to the Information Technology (IT) Manager, the Candidate will be expected to provide technical assistance and support to computer systems, hardware or software.

### Responsibilities

- Provide IT support to end-user such as troubleshooting issues related to desktop, laptop, IT peripherals, email, etc.
- Responsible for design and provision of enterprise infrastructures.
- Implementation and management of IT infrastructure such as Server, Network and Firewall.
- Provide guidance and IT training to end-users
- Change management and Incident management
- Develop IT guidelines and procedures, including technical documentation
- Develop IT budget and manage IT expenditure
- Execute IT Disaster Recovery Plan
- IT project management
- Other duties as assigned by the Senior Management and IT Manager



### **Requirements & Professional Skills**

- Diploma/Degree in Computer Science or Information Technology
- Minimum 3-4 years' experience in Server & Network administration.
- Good knowledge of Server, Desktop, Laptop and IP PBX.
- Experience in Office 365 Administration, FortiGate, Sophos Firewall, Sophos Endpoint Security, NAS, Hyper V and Microsoft Azure.
- Experience in Network Infrastructure design and setup
- Familiarity in Microsoft SQL administration will be an added advantage
- Good knowledge of IT security and IT operations.
- Ability to work after office hours or weekend if required

### **Our Core Values**

**Safety**

To put the safety of our staff above all.

**Quality**

To strive for continuous quality improvement in all that we do.

**Customer Focus**

To achieve total customer satisfaction by flawlessly delivering customer wants.

**Leadership**

To be a world-class leader in every aspect of our business.

**Teamwork**

To encourage cooperative efforts at every level and across all activities in our company.