

THE FULLERTON

HOTELS AND RESORTS

IT Executive

The Fullerton Hotel Singapore/The Fullerton Bay Hotel Singapore

JOB RESPONSIBILITIES

- Ensure that all systems within the Hotel are operating at the required standards.
- Monitor LAN usage to ensure that user and system integrity have timely backups and preventive maintenance.
- Maintain a logbook to ensure that all issues and changes are recorded.
- Assist in coordination with vendors on system upgrades and support issues.
- Assist in ensuring accurate capital expenditure and adherence to budget.
- Ensure that potential interruptions to the business are avoided or minimised.
- Assist in the evaluation and recommendation of IT-related systems and equipment to ensure smooth operations.
- Ensure that downtime from maintenance works occurs outside peak periods, minimizing the impact on operations.
- Ensure that all computers have operational virus protection software installed and manage virus software updates.
- Assist in logging and tracking all software licenses to ensure legal compliance.
- Assist in coordinating with system vendors to ensure that appropriate operation interfaces are in place.
- Attend to regular and scheduled system maintenance.
- Ensure security of data by allocation of passwords, and ensure that timely back-ups are performed, verified and stored.

JOB REQUIREMENTS

- Completion of Polytechnic Diploma; or two to three years' related experience and/or training; or equivalent combination of education and experience.
- Good interpersonal and communication skills.
- Ability to work independently and in a fast-paced environment.
- Good team player with analytical and organisational skills.

To apply for the above position, please send your full resume to careers@fullertonhotels.com.