

## BOEING COMPOSITES MALAYSIA

# IT Technician

Responsible for IT installation, setup and troubleshooting including desktop, laptop, printer, networking connectivity, TV display, IP phone, MS office, email, antivirus and backup

### Responsibilities:

- Setup and install desktops/ laptops for users
- Manage, configure and install Active Directory, emails, internet access, IP telephone extensions and required software for users
- Install and maintain Company networking infrastructure
- Maintain and manage BCM IT assets
- Responsible for data room cleanliness and tidiness to ensure security and safety
- Troubleshoot IT-related issues
- Perform hardware maintenance and security updates to Windows operating systems and Microsoft Office
- Monitor backup job status daily
- Update IT Assets listing
- Assist another IT project
- Provide fast and effective action/response based on helpdesk email and calls

### Requirements:

- Certificate/Diploma in Computer Science or Information Technology or equivalent
- Minimum of 1 year working experience in related fields
- Working experience in IT Technical Support would be an added advantage
- Good communication and interpersonal skills
- Willing to work on weekends and public holidays

### Kindly contact or send your resume to the below address:

Human Resources Department  
Boeing Composites Malaysia (411595-X)  
Lot 224, Kawasan Perindustrian Bukit Kayu Hitam  
06050 Bukit Kayu Hitam, Kedah Darul Aman.  
Tel: 04-922 2777 / 04-9217732  
Email: [jobs@boeingcomposites.my](mailto:jobs@boeingcomposites.my)