

Information Technology Executive

Got talent
#JoinAlpha

Alpha Malaysia exists to equip the church in its mission to help people discover and develop a relationship with Jesus. Our mission is bigger than any individual task, but together our work contributes to the bigger picture. As a Christian organisation, our faith is an integral part of our working culture.

About Alpha

Alpha is a series of interactive sessions that freely explore the basics of the Christian faith. The vision of Alpha is to see the evangelisation of the nations and the transformation of societies. The mission is to inspire, train, equip and mobilise churches around the world into more effective evangelism through Alpha and its related ministries. Today, over millions of people around the world have attended Alpha.

To apply, submit your application with full resume, current and expected salary to ap.careers@alpha.org

Alpha

Key Responsibilities

Based in Kuala Lumpur, the Information Technology Executive will have the following responsibilities:

- Manage IT asset inventory including purchasing, disposal and maintenance of all assets in inventory.
- Setup, maintenance and administration of Office 365 systems.
- Setup and maintenance of website (WordPress) and Event Registration System (Event Espresso).
- Support HR with onboarding of new employees. Brief new employees on IT policies and systems. Setup and train employees in using a new Office 365 account.
- Able to fix/diagnose common Windows/MacOS problems and provide solutions. Hardware repairing skills is an added advantage.
- Liaise with external vendors for purchase of replacement hardware and software services.

Desirable Characteristics

- Knowledge of and passion for Alpha.
- Able to work in a team-oriented, collaborative environment.
- Approachable and able to communicate with end users possessing varied levels of IT proficiency.
- Is curious about technology and keeps up to date with latest trends.
- Comfortable learning new systems and services.

Qualifications & Essential Skills

- A degree in Information Technology (either Computer Science, Networking, or Telecommunications)
- Familiar with MS Office 365, Windows PCs/ Windows OS and MacBooks/ MacOS
- Good command of spoken and written English