

## JOB DESCRIPTIONS

Job Title: IT Administrative	Department: IT / Finance
<p><i>SIKA is a multinational company, with head office in Switzerland. 25,000 employees over 300 factories worldwide. A major partner for all contractors and developers in Cambodia established in Cambodia for 21 years. SIKA manufactures and distributes a large range of construction materials: concrete admixtures, waterproofing, sealing and bonding, flooring, roofing, structural strengthening, we are the leader worldwide.</i></p>	

<b>Location</b>	Sika Cambodia (Head office and Factory)
<b>Reporting To</b>	Regional IT and Local Finance
<b>Key Tasks &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Manages demand for local IT service and aligns demand with regional IT.</li> <li>• Ensures compliance of local IT with internal and external regulations (i.e. Sika Group IT Security and Audit)</li> <li>• Ensure stable operation of all IT equipment (Mobile Devices, PC's, Copiers, Servers, and networks)</li> <li>• To keep confidential all company business information and documentation</li> <li>• Ensure that regular data input processing and control for all system data input are accurate, prompt and meet all reporting deadline</li> <li>• Build and maintain the IT organization and Ensure network securities in place</li> <li>• Maintain and manage contact with IT suppliers and Maintain knowledge of current technology and up to date</li> <li>• Other adhoc tasks and other tasks assigned by Line Manager and MD</li> </ul>
<b>Minimum Requirement</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in IT</li> <li>• Experience: 2 years' experience in related fields</li> <li>• Fluent in both oral and verbal English.</li> <li>• Computer Office (Word, Power Point, etc.) proficiency</li> <li>• Personality: Hard-working, creative, trustworthy, and good interpersonal skills.</li> </ul>
<b>Benefit</b>	<ul style="list-style-type: none"> <li>• To be discussed / high package depending on experience and performance / High bonus scheme possible.</li> <li>• Health insurance</li> <li>• Transport provided for work only</li> </ul>
<b>How to apply</b>	<ul style="list-style-type: none"> <li>• Please send your CV to Human Resource Department <a href="mailto:hr-cambodia@kh.sika.com">hr-cambodia@kh.sika.com</a> , Tel: 017 666 761/069 333 126</li> <li>• Please add 3 references of trusted persons that can recommend you.</li> <li>• The position is available now, please check our website before sending your CV: <a href="http://www.sika.com/">www.sika.com/</a> <a href="http://www.sika.com.kh">www.sika.com.kh</a></li> </ul>