**IT Administration**

**Department**  : IT/Finance

**Location** : Sika Cambodia (Head office and Factory)

**Reports to** : Regional IT and Local Finance

**Job Purpose:**

Responsible for maintaining the company's IT network, servers, and security systems. You will be responsible for investigating and diagnosing network problems, collecting IT usage stats, making recommendations for improving the company's IT systems and carrying out routine configuration and installation of IT solutions.

**Main Responsibility**:

* Manages demand for local IT service and aligns demand with regional IT.
* Ensures compliance of local IT with internal and external regulations (i.e. Sika Group IT Security and Audit)
* Ensure stable operation of all IT equipment (Mobile Devices, PC’s, Copiers, Servers, and networks
* To keep confidential all company business information and documentation
* Ensure that regular data input processing and control for all system data input are accurate, prompt and meet all reporting deadline
* Build and maintain the IT organization and Ensure network securities in place
* Maintain and manage contact with IT suppliers and Maintain knowledge of current technology and up to date
* Other adhoc tasks and other tasks assigned by Line Manager and MD

***Minimum requirements:***

* Bachelor’s degree in IT
* Experience: 2 years’ experience in related fields
* Fluent in both oral and verbal English.
* Computer Office (Word, Power Point, etc.) proficiency
* Personality: Hard-working, creative, trustworthy, and good interpersonal skills.

Interesting candidates pls summit CV and cover letter

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