



Job Description

System Administrator

About Company:

KORD IT PTE LTD was established in Singapore in 2001 and provides a wide variety of information technology solutions including web and mobile application design, development, testing, deployment and training for an international client base in more than 120 countries. The company has worked closely with public and private sector organizations in pioneering software solutions that yield measurable results.

Responsibilities:

- Gather and analyze requirements, design of technical specifications, developing solutions, problem solving, testing, implementing and supporting of systems
- Manage projects and communicate project status, issues, risks and resolutions to team members and management in a timely manner
- Keep up to date with industry trends, evaluate technical solutions and make recommendations
- Develop and maintain project, technical and user documentation and ensure version control practices
- Other related duties as required

Requirements:

- Qualification: Minimum Diploma in Information Technology or equivalent
- Experience: Some experience supporting software solutions including designing, developing, testing and deploying applications and databases
- Knowledge: Extensive knowledge managing Windows and Linux server operating systems, databases, web servers and software deployment tools
- Skills: Excellent time management, software project management, people management, teamwork and communication skills (oral and written)

Other Information:

- Citizenship: Singaporean or permanent resident
- Position: Full time
- Hours: 9am – 6pm
- Location: Singapore, Bishan