

CAREER OPPORTUNITIES

Internship for Computer / IT Students

Responsibilities:

- Participate as part of the team in application software development life cycle.
- Software Development and Implementation

Requirements:

- Candidate must possess or currently pursuing a Diploma or Bachelor's Degree in Computer Science/Information Technology, Science & Technology or equivalent.
- Required skill(s): Java, HTML, SQL.
- Required language(s): Bahasa Malaysia, English
- Preferred language(s): Chinese.
- Applicants must be willing to work in Jalan Sultan Ismail.
- Internship duration at least 3 to 6 months.

Software Engineer

Responsibilities:

- Participate as part of the team in application software development life cycle.
- Provide effective maintenance and support services to clients.
- Responsive to the dynamic nature of the Company's business environment and possesses ability to respond promptly against any critical issues relating to the Company's supported systems.
- To research on new technologies to create more innovative products.

Requirements:

- Posses a diploma or bachelor's degree in Information Technology, Computer Science, Science or Engineering.
- Familiar in any Programming Language and Database system.
- Knowledge of software development life cycle.
- Exposure in Banking/Financial System is an added advantage.
- Willing to travel.
- Fresh IT graduates are also encouraged to apply.

QA Analyst

Responsibilities:

- Assist QA Manager to implement quality management processes for software products/services.
- Perform testing for web-based and non-web-based systems.
- Conduct training on in-house products to client.
- Generate test plan, test cases/scripts, software user guides and other project related documentations.

Requirements:

- Candidate must possess at least a bachelor's degree in Computer Science/Information Technology or equivalent.
- Required language(s): Excellent command of English and Bahasa Malaysia language.
- Knowledge of testing methodology and principles is required.
- Familiar with any automated software testing tools would be an added advantage.
- Good documentation skill.
- At least 1 year(s) of working experience in the related field is required for this position.
- Fresh IT graduates are also encouraged to apply.

IT Admin Officer

Responsibilities:

- Responsible for providing administrative support (front desk and back end support) for IT Division in the office.
- Responsible for handling and monitoring calls on IT support.
- Responsible for handling company correspondences and arranging dispatch schedule.
- Responsible for preparing meeting minutes for internal or client meeting.
- Responsible for managing scanner stock.
- Assist Manager in providing 1st level support on standard scanner troubleshooting.
- Assist Manager in implementing quality management processes for software products and services.
- Assist Manager in recruiting candidates for IT projects.
- Assist IT Personnel in conducting trainings on in-house products for clients.
- Assist IT Personnel in testing and evaluating new technology.
- Using a variety of software tools such as Microsoft Word, PowerPoint, Excel, etc. to prepare correspondences and documents, and maintain presentations, records, spreadsheets and databases.

Requirements:

- Candidate must possess at least a Pass in SPM, especially in English papers. Candidates with STPM or Diploma in any field are welcomed to apply.
- 1-2 years working experience in IT industry is an added advantage.
- Fluency in spoken and written English & Malay.
- Ability to speak in Mandarin is an added advantage.
- Knowledge in using Microsoft Office i.e. Microsoft Word, PowerPoint, Excel.
- Pleasant personality.
- Able to work independently, and maintain good working relationship with Customers and Software Developers.
- Fresh graduates are encouraged to apply.
- 1 Full-Time position available.

Project Coordinator

Job Role:

Project Coordinator is an integral member of a project team who is responsible to deliver IT projects of varying size and complexity. Project Coordinator is responsible for directing, organizing and controlling project activities under the direction / supervision of a Project Manager (PM) or Project Director (PD).

Responsibilities:

- Attend client meetings and assist with determination of project requirements, including change requests.
- Assist Project Manager in drafting preliminary project schedules and documents, and subsequently updating them.
- Prepare project organization and communication charts.
- Assist Project Manager in preparing, maintaining and indexing project documents and meeting minutes.
- Work with specialists in the field of IT development to achieve target specifications at optimum results and quality.
- Hold and chair regular work meetings, motivate team members, manage conflicts and crisis if any.
- Track project progress and work quality against project schedule and established baselines.
- Communicate project information effectively, accurately and timely to clients and project team.
- Present interim results to management, clients, and steering committees.
- Liaise with internal administrative team to monitor execution of Project Contract/Agreement and its supporting documents, issuance of Purchase Order and Project Invoices, and track project payments.
- Develop, maintain and monitor issue tracking log during each testing cycle.
- Keep Project Manager and/or Project Director informed on project status and issues that may impact client relations.
- Prepare project milestone completion certificate, and ensure all required project close out documents are obtained.
- Analyze and document project experiences i.e. best and bad practices.

Requirements:

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma or Professional Degree in Computer Science/Information Technology or equivalent.
- Candidate with relevant working experience in IT solutions companies will have added advantage.
- Good command of English in written, spoken and presentation.
- Proficient in MS Project and MS Office Suite of Products.
- Good leadership and interpersonal skill, with ability to establish good working relationship with clients and team members.
- Ability to interact effectively at all levels; within and outside the organization.
- A team player, with ability to work independently.
- Possess analytical and technical knowledge, and capacity to manage technological innovation and solution integration for the success of the project.
- Strong multi-tasking and organization skills.
- Desire to deliver results and services within or surpassing expected quality.
- Flexible and adaptable to changing priorities.
- Willingness to work on overseas projects is a plus.
- Fresh graduates are encouraged to apply.

Interested applicants are invited to forward us with your latest CV & expected salary to sso.app@eprotea-finexus.com. We're certainly glad to hear from you!

Only shortlisted candidates will be notified to attend an interview session.