



Heavy Maintenance Singapore Services (HMS Services), a joint venture between SIA Engineering Company (SIAEC) and Airbus, leverages on the synergy of SIAEC's extensive maintenance experience and expertise with Airbus' depth of technical and engineering knowledge as an airframe original equipment manufacturer. Airbus will develop the joint venture as its Centre of Excellence for A380 and A350 Heavy Maintenance in Asia, which will complement SIAEC's extensive airframe service offerings in Singapore and the Philippines.

As part of our growth plan, we are constantly looking out for talented, hardworking and energetic individuals who thrive on challenges and enjoy working in a fast-paced and dynamic environment. If you are looking for an exciting and fulfilling career, we are looking for suitable individuals to join us for the position of:

IT Officer

JOB DESCRIPTION

- Provide first-level IT support for all services to users
- Coordinate with service providers / third party vendors for daily operations and issues reported by users
- Provide administrative support including access rights management, account and password management
- Procurement and documentation and maintenance of IT assets
- Maintenance of IT assets (hardware and software) inventory, license reviews and renewals
- Ensure that infrastructure security control is in compliance with corporate security policies
- Manage communication network including telephony, LAN/WAN, VPN infrastructure and services
- Support office audio and video equipment as well as other ad-hoc project support
- Participate in tender preparation for IT related services, as well as coordinate and implement infrastructure projects

REQUIREMENTS

- Candidates should possess a Diploma in Computer Science or equivalent qualifications with a least 2 years of relevant experience in the IT industry providing related operation support and administration
- Candidates should also be familiar with the following :
 - Microsoft Office Products
 - Microsoft Active Directory
 - Servers/Network drives and access rights
 - Latest networking (TCP/IP), wireless and mobile technology
 - PC security (anti-virus, firewalls)
- Possess strong analytical, problem solving and communication skills
- Self-motivated with good initiative, ability to meet deadlines and able to work independently and as a team

If you are interested in the above position, please send in your resume to
HMS_Recruit@hmsservices.com