JOB DESCRIPTION
Information Technology (IT) Intern

ABOUT THIS INTERNSHIP

Work Location
Singapore (East)

Work Days
5 days

Job Type
Full-time

Language Proficiency
English

Category
IT, Administrative

INTERNSHIP BENEFITS

Job opportunities for Students

Gain insights & work experience

Widen corporate network for better prospects

JOB DESCRIPTION

- Troubleshooting, maintaining and liaising with vendors in the event of errors, server errors and new requests
- Supporting integrated system to ensure smooth operation of the company
- Recordkeeping, copying, faxing, mailing and filing
- Purchasing of computers and printer accessories through evaluation and sourcing of vendors
- Providing support to desktop configuration, setup and migration
- Maintaining security system
- Maintaining website domain and SSL
- Performing periodic back-ups to emails and servers
- Other duties when requires

QUESTIONS?

Email us at **hr@pohmeng.com.sg**