



THE FULLERTON HOTEL  
SINGAPORE

THE FULLERTON  
HOTELS AND RESORTS

THE FULLERTON BAY HOTEL  
SINGAPORE

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### **IT Executive**

- Ensure all systems within the Company are operating to required standards
- Monitor LAN usage to ensure user and system integrity have timely backups and preventive maintenance
- Maintain a logbook to ensure problems and changes are recorded
- Assist in coordinating our system vendors' in regards to upgrades and support issues
- Assist in ensuring any capital expenditure is correctly expended & budget adhered to
- Ensure potential interruptions to Company business are avoided or minimized
- Assist in the evaluation and recommendation of IT related systems and equipment for the Company to ensure smooth operations
- When carrying out maintenance, ensure as much as possible that down time occurs outside peak periods, minimizing impact on operations
- Ensure all PC's have virus protection software loaded and operational and manage virus software updates
- Assist in logging and tracking all software licenses to ensure legal compliance
- Assist in coordinating relative system vendors to ensure the appropriate operation interfaces
- Attend to regular and scheduled system maintenance
- Ensure security of data by allocation of password and ensure timely back-ups are performed, verified and stored

### **Requirements:**

- Completion of Polytechnic Diploma; or two to three years related experience and/or training; or equivalent combination of education and experience.
- Good interpersonal and communication skills
- Ability to work independently and in a fast-paced environment.
- Good team player with analytical and organization skills

To apply for the above positions, please send your full resume to [careers@fullertonhotels.com](mailto:careers@fullertonhotels.com)