

ALKEM is Now Recruiting.....



- Technology Support Officer-

Alkem, a leading publisher, educational books, training kits, e-learning and educational materials distributor is now looking for a Technology Support Officer

We are looking for a dynamic and self motivated adult to fulfill the following responsibilities:

- Support Current IT and Technology Infrastructure in the company
- To assist implementation of ERP/Accounting System
- To provide support to customers for e-learning and digital contents
- To assist in marketing for e-learning and digital contents

For the above, you should have:

- Min Diploma or Degree in IT related courses (ie Computer Science, IT Engineering, Computer Engineering, Information Systems)
- Proficient in Microsoft Office (Words, Excel etc) and Windows Operating System
- Proficient in Internet Applications and Networking
- Presentable, Outgoing & Positive Attitude
- Well versed in written and spoken English Language
- Sociable with strong interpersonal and communication
- Preferences for those living in the West of Singapore
- Foreigners welcome

To join our dynamic company, please email your resume and expected pay to HR@alkem.com.sg or snail mail to:

**Alkem Company Singapore Pte Ltd
1, Penjuru Close Singapore (608617)**
