

*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](mailto:HR@alkem.com.sg) or snail mail to:**

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

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