



WE'RE HIRING!



OPERATIONS CLERK

Responsibilities

- Operates equipment components of the computer system such as the console, PC's, printers and disk drives
- Executes and monitors daily run of software systems and applications
- Uses Microsoft operating systems and in-house developed applications to analyze logs and to report errors
- Observes peripheral equipment to detect faulty output or machine stoppage
- Makes adjustments to computer equipment and checks to see that output is correct
- Notifies supervisor and other support teams of software errors or equipment stoppage
- Assists supervisor in planning operating procedures and gathering data for computer analysis
- Troubleshoots hardware and software problems
- Records problems which occurred, such as down time, and actions taken to resolve the problem
- Performs cleaning, routine preventive maintenance and minor adjustments on equipment
- Performs backups and runs computer reports, transfers data from operational sites to the main databases
- Performs routine clerical tasks related to the operation of the data center; keeps storage area orderly and ensures adequate inventory of supplies are available at all times
- Answers telephone and assists computer users with problems and requests
- Works cooperatively with other FMD members
- Maintains statistical records of job runs, software requests and software performance reports
- Performs related work as required

Skills

- Can use Microsoft operating systems and office applications
- Knows how to operate a variety of computer equipment and to make minor operating adjustments, repairs and installations
- Can understand and carry out complex verbal and written instructions
- Can describe or explain information or instructions to others
- Can work cooperatively and courteously with a variety of individuals
- Can work under stressful conditions
- Can communicate well

Qualifications

- Candidate must possess at least a Bachelor's/College Degree in Computer Science/Information Technology or equivalent
- Can work on shifting schedules and on weekends
- Some knowledge in the areas of operating systems, Local Area Networks, and communications
- Must be able to work in "site location"
- Must be willing to be assigned in any project site within Metro Manila

Get in touch with **SVI-HRD!**
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For more information, visit
www.svi.com.ph