



**GOLDEN PHAROS  
BERHAD** (198601003051)

(A Member of Terengganu Inc)

**WE'RE HIRING**

# INFORMATION TECHNOLOGY & MULTIMEDIA EXECUTIVE

- ✓ Maintain and enhance IT infrastructure including hardware, software and networks.
- ✓ Install, troubleshoot and maintain IT equipment, including computers, printers and software systems.
- ✓ Troubleshoot and resolve technical issues to ensure seamless operations.
- ✓ Manage data security and system backups to safeguard company information.

Please submit your CV with present and expected salary, recent photograph to [hra@gpb.com.my](mailto:hra@gpb.com.my) not later than **31 January 2025**.

[www.goldenpharos.com.my](http://www.goldenpharos.com.my)



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## Information Technology & Multimedia Executive

### Roles & Responsibilities

- Maintain and enhance IT infrastructure including hardware, software and networks.
- Install troubleshoot and maintain IT equipment, including computers, printers and software system.
- Troubleshoot and resolve technical issues to ensure seamless operations.
- Manage data security and system backups to safeguard company information.
- Collaborate with various departments to implement IT solution that improve efficiency.
- Support the marketing team in managing and optimizing social media platforms through tech integration and analytics.
- Monitor and resolve network and internet issues to ensure uninterrupted connectivity.
- Assist in designing graphics or visuals for digital and print media as needed.
- Any others related task that may assign by the Managements.

### Requirements

- Candidate must possess at least a bachelor's degree in IT, Computer Science or any related field.
- Proven experience in IT support, system administration and website management.
- Familiarity with social media tools, graphic design software (eg Adobe Photoshop, Canva) and data analytics platform.
- Knowledge of Windows, Linux and network systems.
- Positive work attitude, integrity, and maturity.
- Proficient in English and Malay (written and verbal).

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NAVIGATING  
A SUSTAINABLE  
FUTURE