



## IT Infrastructure & Support Region - East Java

PT Bina Artha Ventura

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Min 2 years (Staff (non-management & non-supervisor))

Indonesia - Jawa Timur

### JOB DESCRIPTION

- Setting up of infrastructure and perform installation at the opening of the new branch as well as the maintenance of printers, scanners and fax at regional and branch offices
- Prepare Infrastructure and installation and maintenance of network devices such as LAN, Modem Internet at regional and branch offices
- Provide regular training to the user for the use of IT and telecommunications devices such as PCs, E-Mail, Core System, HR System, Skype, Dropbox and other regional offices and branches
- Perform maintenance and data collection IT devices stored in warehouses in the regional office

### COMPANY SNAPSHOT

#### Average Processing Time

More Than 2 Weeks

#### Industry

Banking / Financial Services

#### Website

<http://www.bina-artha.net>

#### Telephone No.

62-21-5713946

#### Company Size

501 - 1000 Employees

#### Working Hours

Regular hours, Mondays-Fridays

#### Dress Code

Formal (e.g. Shirts + Ties)

- Perform maintenance data backup branch to perform in accordance with established procedures at regional and branch offices
- Perform regular maintenance of software such as OS Update, Anti Virus, Space Hard Disks, and other PC / Laptop in regional offices and branches
- Prepare and send reports weekly and monthly activities at the regional and branch offices to IT Supervisor
- Perform a software implementation at regional and branch offices.

#### Qualifications :

- Candidate must possess at least a Bachelor's Degree in Engineering (Computer/Telecommunication) or equivalent.
- Required skill(s): LAN, Routers, PC, PABX
- Involve administration and support of the IT infrastructure, including User Help Desk, Network, server etc
- Experienced working as System Administrator using Linux OS, Windows Server
- Basic knowledge of Programming language and Database
- Excellent in Linux-Unix Desktop / Server Administration
- Good knowledge on networking
- Good knowledge on windows XP/Windows7 desktop administration
- Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities
- Strong analytical skills and passion for problem solving
- Friendly and easy going.
- Willing to work independently in flexible hours and highly mobile (able to travel when are required)

#### □ WORK LOCATION

[View larger map](#) □

#### Benefits

Medical, Miscellaneous allowance, Sports (e.g. Gym)

#### Spoken Language

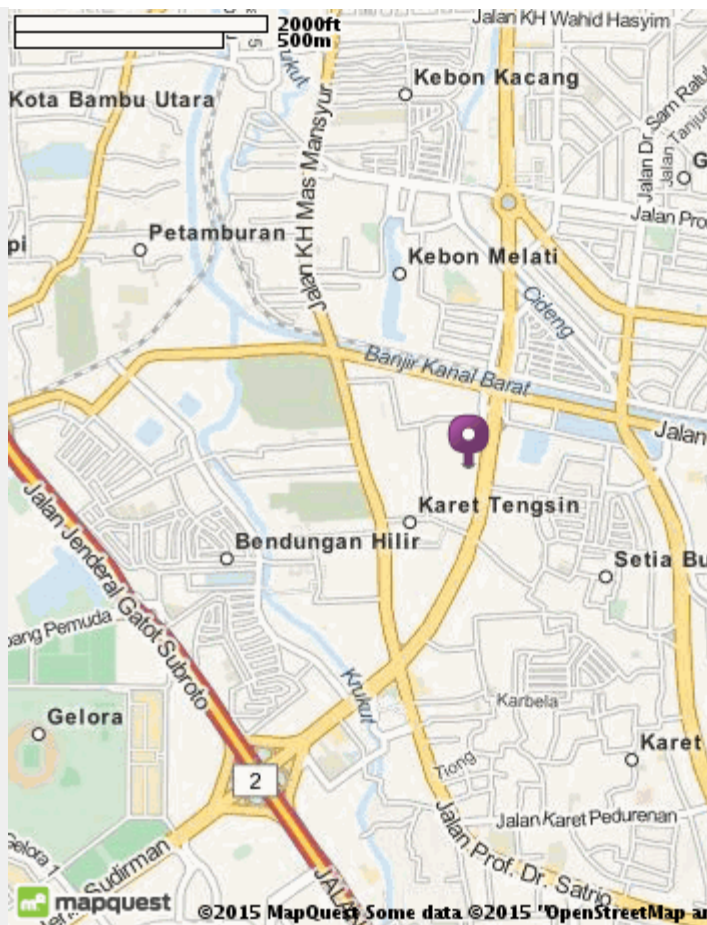
English

#### □ COMPANY PHOTO



#### □ COMPANY OVERVIEW

Bina Artha is a Indonesian microfinance institution recently started up by MicroVentures, an international investment company specialized in microfinance ([www.bina-artha.net](http://www.bina-artha.net)). We provide financing to low income clients across Java and to rapidly grow to be one of the best microfinance institutions in Indonesia. We have 59 branches across Java, and serve more than 80,000 clients in December 2013.



Nearby Transportations

Sudirman

Karet

Address

Prince Center Building 11th Floor. Jl.  
Jendra Sudirman Kav 3-4. Karet Tengsin.  
Jakarta. 10220.

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We have VALUES :

Transparency: we are open towards our clients, stakeholders, and the general public.

Integrity: we employ the highest ethical standards and demonstrate honesty and fairness in every action we perform.

Team work: we promote and support a diverse, yet unified, team. We work together to meet our common goals.

Accountability: we take responsibility for all our decisions and actions.

Fairness: we promote efficiency in every action to be able to deliver high quality services to our clients at a fair price.

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