

## JOB DESCRIPTION

**Role** : IT Manager / Assistant Manager

**Reports to** : IT Infrastructure Manager

**Location** : Malaysia

### Responsibilities

- Implement and provide daily operational support on HRMS hosted in AWS, Aliyun or any other cloud provider
- Provide design input and maintain DevOps CI\CD lifecycle to ensure efficient develop and release pipeline for HRMS
- Provide design input and maintain the micro-services to ensure stability and security of HRMS
- Provide technical support to client pertaining to IT Cloud Infrastructure for HRMS
- Provide regular support to HRMS version upgrade based on client's time preference
- Provide local end-user IT support, maintain purchase and support of IT inventory and IT office infrastructure
- Perform IT operational task such as user access review, disaster recovery and PC audit
- Maintain system availability, respond to security incidents and system availability issues
- Lead completion of assigned IT projects / task within timeline
- Adhere to IT policy and procedure

### Requirements

- Minimally 5 - 6 years of IT Support experience in cloud environment
- Diploma or Bachelor's degree in Information Technology or equivalent field of study
- 3 years experiences supporting AWS and Aliyun platform
- 3 years experiences as Devops engineer in supporting CI\CD and familiar with Infrastructure as Code methodology
- 3 years experiences in supporting databases and scripting with SQL
- 2 years experiences in supporting local SME office setup such as firewall, router, switch, access point, printers, laptop
- Working knowledge in sever & database backup and patch management
- Proficient with any of CI/CD or software development tools such as JIRA, Slack, Gitlab, Git, Jenkins, Gradle/Maven, Ansible, Skywalking
- Working knowledge in scripting with Python, Powershell or Java
- Possess good interpersonal skills, ability to interact with all levels of staff

### Useful links

- Website: [www.biposervice.com](http://www.biposervice.com)
- Facebook: <https://www.facebook.com/biposvc>
- LinkedIn: <https://www.linkedin.com/company/bipo-svc/>

Interested applicants, please e-mail your resume to: [maecheryl.chong@biposervice.com](mailto:maecheryl.chong@biposervice.com)



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## About BIPO

At BIPO, our passion for technology and innovation empowers businesses across the globe with increased efficiency and convenience.

Our enterprise-ready **HR Management System** automates HR processes, simplifies workflows, and delivers actionable insights to build the best employee experience. Complemented by our **global payroll outsourcing** and **Employer of Record (EOR) services**, we support businesses to manage today's global workforce.

Established in 2010, and headquartered in Singapore, we are better connected to support your payroll and people solutions needs through a global network of 30+ offices, four R&D centres, and business partners across 100+ countries.

## Our products & services

- HR Management System (HRMS)
- Global Payroll Outsourcing
- Employer of Record (EOR)