

IT Executive

Puchong, Selangor

Department	Reports to	Full Time / Part Time
IT	Executive Director	Full Time

Why this Role matters

The **IT Executive** plays a critical role in supporting the digital infrastructure of a fast-paced switchgear manufacturing environment. This position is responsible for maintaining hardware, software, and network systems used across engineering, production, and office functions. The role includes providing user support, managing IT assets, ensuring data security, and production-related software. The ideal candidate combines technical expertise with hands-on problem-solving to keep operations running efficiently and securely.

Where You'll Make an Impact - Key Responsibilities

- **IT Infrastructure Support** - Manage and maintain the company's IT infrastructure, including servers, networks, hardware, and software to ensure optimal performance.
- **Technical Troubleshooting** - Provide first and second-level support to resolve technical issues related to systems, hardware, software, and network connectivity.
- **User Support & Training** - Assist employees with IT-related issues and provide training or guidance on the use of software applications and tools.
- **System & Network Monitoring** - Monitor and manage local area networks (LAN), wide area networks (WAN), Wi-Fi systems, firewalls, and internet connectivity for reliability and security.
- **Software Installation & Updates** - Install, configure, and update software and operating systems, ensuring compatibility with business applications.
- **IT Asset Management** - Track and maintain records of IT hardware and software inventory, including licenses, warranties, and renewals.
- **Cybersecurity & Data Protection** - Implement basic security measures (e.g., antivirus, firewalls, backups) and support cybersecurity practices to protect company data and systems.

- **System Backup & Recovery** - Perform routine system backups and support disaster recovery plans to ensure business continuity.
- **Vendor & Service Provider Coordination** - Liaise with external vendors and service providers for hardware procurement, software licensing, and maintenance contracts.
- **Documentation & Reporting** - Maintain documentation of system configurations, processes, and troubleshooting guides; assist in preparing IT reports for management.

Are You the One? Here's What We're Looking For

- Diploma or Degree in Information Technology, Computer Science, or a related field
- Minimum 2–3 years of experience in IT support or infrastructure management
- Solid understanding of network administration, system troubleshooting, and IT hardware/software installation
- Good understanding of cybersecurity principles and data protection practices
- Strong troubleshooting, analytical, and problem-solving skills
- Good organizational and documentation skills
- Willingness to work on-site in a manufacturing facility and support shift-based or after-hours issues when needed

Why Us?

At **SRS Power Engineering Sdn Bhd**, we believe that great careers are built where innovation meets dedication. Since our founding in 2002, we have established ourselves as one of Malaysia's leading specialists in medium and low voltage switchgear solutions, delivering safe, reliable, and smart power distribution systems. Guided by our vision to be at the forefront of switchgear technology, we are committed to providing exceptional value through innovation, quality, and service excellence.

Joining our organization means becoming part of a professional and collaborative environment where individual contributions are valued and play a vital role in our collective achievements. If you are ready to contribute your skills to a company shaping

the future of power distribution, we invite you to explore your career with us and help us power tomorrow.

We offer a competitive salary, a comprehensive benefits package, and the opportunity to work alongside a dedicated and experienced team. If you have a background in switchgear and related fields, we'd love to hear from you!