



JOB DESCRIPTION

“Private & Confidential”

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| Job Title | <i>Systems Coordinator</i> |
| Reports to | <i>Senior Project Manager</i> |
| Job Location | <i>Makati City, Metro Manila, Philippines</i> |

Job Overview

You will serve as the first level of client support (B2B), responsible for system monitoring and data library management.

Duties and Responsibilities

- Data library management: Execute the translation and data mapping, ensure the accuracy of all records
- Client Support: Serve as the first level of client support, response instantly to all enquiries from client with professional manner
- System Monitoring: Strictly execute system procedures to identify issues, troubleshoot and escalate to specific superiors, follow up with respective departments on actions taken and an acceptable solution
- Team work: Maintain, improve internal procedures, reports and knowledge base. Support and deal with ad hoc tasks

Qualifications

- Bachelor's Degree in Information Technology or equivalent
- Required Language(s): English both written and oral
- Required Skill(s): Knowledgeable in any programming language
- Able to work in a multinational team
- Proficiency in MS Office Applications
- Must have a high degree of accuracy, must be keen to details with a strong sense of urgency
- Fast learner, able to work in a prompt and efficient manner to accomplish the objectives
- Up to date with IT knowledge