

CAREER WITH SC

ASSISTANT BRANCH MANAGER

Lembah Klang (1)

REQUIREMENT

- Candidate must possess at least a Bachelor's Degree, Professional Degree or Master's Degree in Computer Science, Information Technology or equivalent
- At least 5 years of working experience in managing a branch with an average of 35 multi – skilled personnel
- Fluent in English and Bahasa Malaysia (Both in writing and speaking)
- High competence in Healthcare Industry particularly Hospital Information System and be able to discuss basic/ high level requirements on all modules and functionalities
- Wide knowledge on hospital functions, understand all and every single business processes and familiar with integration point within hospital environment. Be able to foresee any upcoming issues and provide the best preventive measures.
- Excellent public relations skills with good interpersonal skills to deal with personnel from various technical and business backgrounds at all levels.
- Right attitude, a reliable leader, aggressive, hardworking, high sense of responsibility, open – minded, ethical, analytical mind, strong leadership, proactive and passion for achievement
- Ability to act as the team coach and effectively share knowledge to others as required through formal or informal training would be and added advantage
- Willing to accept bigger responsibilities and challenge

RESPONSIBILITIES

- Responsible for the day to day operations for the IT operation,, support and Maintenance
- To assist Branch Manager to oversee the entire team at the branch, coordinate the resolution effort and problems received at the Call Centre level and being escalated properly
- To provide regular and ad – hoc reports on IT Operation, Support and Maintenance
- To be the second contact point at branch, to represent company or participate in any IT related meeting, discussion and decision making at branch level
- To assist Branch Manager to plan for the staffing at the branch operation
- To hold regular operation meetings to review the progress of the daily operation
- To provide weekly/monthly progress report to assure successful, on - time delivery and completion of any assigned activities

**Interested candidate, please submit your application ONLINE via SC CAREER ONLY.
Only shortlisted candidate will be notified.**