

## TEAM LEAD, INFORMATION TECHNOLOGY

## ST JOHN'S - ST MAGARET'S CHURCH

### **TEAM LEAD, INFORMATION TECHNOLOGY FOR ST JOHN'S- ST MAGARET'S CHURCH**

We are an Anglican church of the Diocese of Singapore. We are located on a little hill on Dover Avenue, close to Singapore Polytechnic, ACS(I) and many other educational institutions. Founded in 1971, we now meet over worship services in four language-streams - English, Chinese, Tamil and Filipino. We also conduct youth services and junior church services weekly.

### **DUTIES & RESPONSIBILITIES**

- Maintain / upgrade Network Infrastructure – Wired/Wireless.
- Maintain / upgrade Microsoft AD Servers, Exchange Servers (Email and distribution list), Web Hosting and Fileserver.
- Maintain / Improve Office Automation process i.e. Data workflow and Document workflow.
- Maintain / Troubleshoot Client/End User Software (Office applications)
- Maintain Multifunctional Copier / Printer / Scanner / Fax.
- Maintain / Troubleshoot Workstations PCs / NBs / Macs.
- Maintain PC systems for Sanctuaries / Hall for Services.
- Manage Church Database System.
- Implementation of Online Collaboration System.
- Support AGM and Church wide events and services.
- Support ad hoc activities and events assigned by Head of Church Ops.

### **REQUIREMENTS**

- Degree in Computer Sc. Mgt.
- At least 5 years of working experience in IT.
- Good management, communications and inter personal skills.
- Good planning and organizing skills.
- Able to work well in a team as well as independently and under tight timelines

Interested applicants may apply to [hr@sjsm.org.sg](mailto:hr@sjsm.org.sg) with your updated resume.