

Doc. Title: Job Description
Position: Information Technology Associate I
Department/Group: Information Technology Department
Reports To: IT Manager
Supervises: N/A

BASIC FUNCTIONS:

Under the supervision of the IT Manager, the Information Technology (IT) Associate I is responsible for the consolidation, cleaning, and uploading of corporate data and reports to the central information database of the corporation.

Duties and Responsibilities

1. Gathers PSR, SOE, and FS data/ reports from other units of the corporation;
2. Checks and cleans encoded SOE data, and uploads them together with the PSR and other pertinent corporate data in the central information database;
3. Provides reports on status of SOE, PSR and FS report submission and data uploaded;
4. Assists the department in providing technical assistance and support to other units accessing the central information database;
5. Assists in the monitoring and processing of logistical/ administrative requirements of the department;
6. Performs other tasks as maybe assigned by Management from time to time.

Minimum Requirements:

- Education: College degree in any information technology/ computer, business, engineering or other related course
- Experience: Preferably with six (6) months IT experience
- Skills / Training: Basic knowledge in computer programming; Database Management; Computer Hardware and networks;
- Others: Honest, pro-active, output- and customer service-oriented