

Hellmann MAS Supply Chain is a Joint venture between Hellmann Worldwide Logistics (HWL) and MAS Holdings. HMSC provides its services to MAS as well as Hellmann's existing contract logistics customers. Services offered by HMSC, which includes warehousing, value -added services, and 4PL logistics services

Internship (IT)

Responsibilities

1. Get the quotations from the suppliers.
2. Evaluate the received quotation/proposal and get the management approval.
3. Send the Purchase Order to Suppliers and get the goods on board within the target period.
4. Maintaining the Asset list (Mobile / Laptop / Desktop / Printer / Scanner).
5. Maintaining User List (License inventory).
6. First Level user support (Install / Configuration computers and mobile phones , get the user complains and follow up)
7. Follow up and the complete the warranty claim and chargeable repairs.
8. Systems upgrades (version / patch update for user's computers).

Qualifications

1. Higher Diploma in computer Science.
2. Excellent presentation skills and communication skills.
3. Sound knowledge on MS office applications and windows 10.
4. Ability to work under minimum supervision.
5. Ability to travel in different locations

If you have a strong commitment to take up challenges send your comprehensive CV within 07 days of this advertisement.

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