



Norma Pacific (Thailand) Ltd.

## **URGENTLY REQUIRED!!!**

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### IT Support Engineer & OEL

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#### **Company background:**

NORMA Group is an international group of companies active in the production, engineering and sales of clamps and connectors, in metal or plastic, as a single component or in a complete fluid system.

The global Business Units are divided in two; being "Engineered Joining Technology" where for the major part customer designed application related components and systems are supplied to the OEM industry worldwide; and "Distribution Services" where specialized in producing and distributing via own distribution centers or appointed importers and dealers, standard general application connectors from stock in over 70 countries to the MRO market.

**Site:** Chonburi Thailand

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Primary Responsibilities include the following, other duties may be assigned:

- Manage and maintain Group Active Directory network for Norma Thailand.
- Manage user accounts and security access rights for files and application.
- Install, troubleshoot issues and resolves hardware, software and local and wide area networking problems.
- Troubleshoot and resolve issues on Windows Operating Systems, Office, Project, Visio and Windows based applications and services (MS AX and Sharepoint) for Norma Thailand.
- Support users on computer issues relating to email, network, printing, etc.
- Support and maintain Laser Printers, Label Printers, and other computer related equipment
- Work with IT group to resolve issues with Networks, Active Directory, Servers, backup devices, and others.
- Work closely with regional/global IT team and to support and troubleshoot problems and issues
- Support users by conducting training programs when necessary; providing references and support.
- Maintain and develop technical documentation and standard operational procedures.
- Manage external partners and vendors on all technical matters.
- Assist in enforcing Group IT standard and policies.
- Assumes responsibility for related initiatives as needs arise.
- Continuously strives for improvement in performance of all responsibilities
- Ensure effectiveness of the SHE by participating actively at management review meetings.
- Approval for site Environmental/OHS objectives and targets.
- Responsible to review the SHE whenever the company has new operation.
- All Directors be the member and MD is the chairperson of the Steering Committee authorizes the company objective and target.
- Manage overall OEL Development Projects for Distribution Services for all stages of working process.
- Ensuring conformance with various rules and guidelines, including SHE policies.
- Follow the procedures for the respective areas / operation.
- Recommend changes and improvement where appropriate.
- Others as assigned by Superiors.

5. Travel Requirements:

0%	25%	50%	75%	100%
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6. Qualification:

**Education and/or Experience:**

- Bachelor's Degree (four-year college or university) or equivalent experience required
- Newly Graduates is welcomed

**Computer Skills:**

- Training on Computers, Networking and Servers (Certification an asset) - Experience in Windows, Office and other Microsoft products.

**Other Skills and Abilities:**

- (Some of the following skills and abilities may be acquired through additional training, but the employee must be able to demonstrate the capacity to obtain these requirements before being placed in this position):
- Good command of English and Thai
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Customer Service Skills - Ability to take care of the customers' needs while following company procedures.
- Strong Service Mind, Teamwork, Analytical Thinking, Conceptual Thinking, creative, innovation and willing to learn.
- Lean, Six Sigma, Kaizen or Project Management Background is appreciated.

สวัสดิการ

1. รวรับส่ง 3 สาย สายบางแสน สายพนัสนิคม สายหนองคำลิ่ง
2. ทำงานสัปดาห์ละ 5 วัน จันทร์-ศุกร์ เวลา 08.30 – 17.30
3. กองทุนสำรองเลี้ยงชีพ
4. โบนัส ปีละ 2 ครั้ง
5. อาหารกลางวัน
6. เบี้ยขยันรายเดือน / เบี้ยขยันรายปี
7. ชุดยูนิฟอร์ม
8. กิจกรรมบริษัท เช่น ฝึกอบรม ท่องเที่ยวทีมบิวตี้
9. โอกาสร่วมงานกับทีมงานต่างประเทศ / อบรมต่างประเทศ
10. โทรศัพท์ไอโฟนพร้อมค่าโทร
11. กองทุนประกันสังคม/กองทุนเงินทดแทน
12. รางวัลอายุงาน / รางวัลพนักงานดีเด่นประจำปี/อื่น ๆ

มาร่วมเป็นส่วนหนึ่งกับเรา ส่ง Resume มาที่

[kannika.joompon@normagroup.com](mailto:kannika.joompon@normagroup.com) หรือ

ส่งรูปถ่าย และประวัติ พร้อมเงินเดือนที่ต้องการ หรือ สมัครด้วยตนเองที่

**บริษัท นอร์มา แปซิฟิค (ประเทศไทย) จำกัด**

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