

## JOB DESCRIPTION

### MIS / EDP / IT ✓

- Windows Server 2008 R2 Standard Maintenance, Back-up & Setup.
- RIS Maintenance, Back-up & Setup.
- LIS Maintenance, Back-up & Setup.
- HIS Maintenance, Back-up & Setup.
- Maintenance, Back-up & Setup other hospital's system & equipment ( CNGH & SCDH).
- On call EDP / IT of Cebu North General Hospital & San Carlos Doctors' Hospital.
- Microsoft SQL Server Management.
- Network Setup & Tracing (LAN / Wi-Fi).
- Network Management.
- Tracing / Solving Program Problems in each Department of the Hospital.
- Build / Setup Custom Desktop Computer depending on its use.
- Repair / Maintain Desktop Computers in the Hospital.
- Reformat Desktop Computers / Laptops.
- Update Firmwares & Softwares on devices.
- Printer Maintenance & Setup.

### JR. WEB DESIGNER ✓

- Develop outstanding user-friendly websites that renders well across multiple devices.
- Data mine source, interpret and transfer content while adhering to formatting and quality standards.
- Ensure the technical feasibility of UI/UX designs.
- Optimizing applications for maximum speed.
- Maintain, redesign and improve websites.
- Ensure high quality graphic standards and brand consistency.
- Adherence to quality and compliance with company policies and business standards.
- Collaborate with employees at all levels of the organization and work with a variety of people from diverse backgrounds.
- Integrates third party application into the website based on client's preference.
- Set-ups IDX (Real Estate) and E-commerce platform into the website.
- Embeds on the website especially if client's request is a limitation of the platform that we are using, by using CSS, JavaScript and JQuery.