

Application Administrator (Digitization and Workflow Management)

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Company: Sui Southern Gas Company Limited

Location: Karachi

Category: other-general

Application Administrator (Digitization and Workflow Management)

March 19, 2023

JOB DETAILS:

Qualification & Experience:

Bachelors in Computer Engineering/ Electronic with at least 2 years of working experience of Workflow Management with digital transformation.

Skills:

Excellent understanding of Document Management System and Digitization.

Logging, tracking and auditing knowledge with awareness of digital onboarding.

Sound knowledge of Business applications/workflows management.

Integration of document management system with other business applications.

Must have on hand experience with enterprise level Document Management System with administration & Users management.

Sound knowledge of various scanning formats and tagging in the system.

Document Management Systems certifications will be added advantage.

Responsibilities: Administration of Document Management System, Workflows, User Management, reporting & integration with other business applications.

Configure and maintain DMS servers and workflows including monitoring of system health and performance, to ensure high levels of performance, availability and security.

Implement best practices for new and existing solutions.

Proactively ensure the highest levels of systems and infrastructure availability.

Monitor and test application performance for potential bottlenecks, identify possible solutions.

Maintain security, backup, and redundancy strategies.

Performing server backups & recovery & Mitigating security vulnerabilities.

Writing and maintaining Technical Documentation and Standard Operating Procedures.

Recommendations for future upgrades.

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