JOB DESCRIPTION

SUBJECT   :   Information Technology (I.T)

DEPARTMENT :   OPERATIONS DEPARTMENT

DATE   :   OCT. 15, 2019

Job Responsibilities:
To monitor and maintain the company's computer systems, installs and configures hardware and software, and solves technical problems.

Duties:
- Installing and configuring computer hardware, software, systems, networks, printers and scanners
- Monitoring and maintaining computer systems and networks
- Responding in a timely manner to service issues and requests
- Providing technical support across the company (this may be in person or over the phone)
- Setting up accounts for new users
- Repairing and replacing equipment as necessary

Requirements:
- A technical, logical thought process
- Problem-solving skills
- An ability to stick to strict deadlines
- An ability to prioritise and delegate
- A keen eye for detail
- BA in Computer Science, Engineering or in related fields
- Minimum of 3 years experience