

Vacancy – IT Assistant

Position Summary: The IT Officer is responsible for supporting the Technical Support Manager in the execution of IT solutions in the Organization. This will also include, but are not limited to, installing, configuring hardware and software, setting up peripherals such as printers or routers, repairing equipment. Provide daily technical assistance to the User community to ensure effective utilization's of the organization's technology infrastructure. Work in other technological specialties, such as Web design or Internet security as needed.

Responsibilities:

- Provides direct, remote control and telephone support to laptop, Mobile and PC users
- Supported software includes Windows OS, MS Office as well as any other application the Organization uses or may implement in future.
- Installs, configure, maintain , upgrades and troubleshoots various Company supported software
- Installs, Troubleshoot LAN and WAN network connectivity issues and Firewall and Router devices
- Assist in managing and monitor antivirus software
- Install, configure and maintain Wireless network infrastructure and barcode scanners
- Provide support for IP based telephone systems
- Provide support for Laser and Label printer systems
- Create and maintain system documentation and proactively share this information with the team members
- Upgrades and troubleshoots PC, laptops, PDA hardware, peripherals, and security cameras

Requirements:

- Bachelor of Science degree in Information Systems, computer science or related field or equivalent Certification
- Minimum 2-4 years experience in computer repairs and equipment
- Proficient in the following areas of computing: Microsoft Office Suite, computer repair, LAN/ WAN & Router configuration, VPN, IP, TCP/IP, Command line, CAT5 wiring, COAX wiring, network configuration, network topologies.
- Good time management and interpersonal skills
- Ability to work on own initiative
- Ability to read, analyze and interpret technical procedures and technical journals
- Good written and communication skills.
- Must own and operate a reliable motor vehicle

Please email CV to It.jobs@laparkan.net