



Executive - IT

- **Vacancy for:** 2
- **Posted on:** Dec. 3, 2017
- **Deadline:** Dec. 13, 2017, 11:55 p.m.

Basic Job Information

Job Category : IT & Telecommunication
Job Level : Mid Level
Employment Type : Full Time
Job Location : Parasi
Offered Salary : Negotiable

Job Specification

Education Level : Graduate (Masters)
Experience Required : More than or equal to 1 year

Other Specification

- Masters/Bachelor's Degree in Science and Technology field from reputed university
 - Not less than 1 years of working experience in related field
 - Knowledge on SAP preferred
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Job Description

- Planning and controlling of overall IT activities
 - Installing and configuring computer hardware, software, systems, networks, printers and scanners
 - Planning and undertaking scheduled maintenance upgrades
 - Talking to clients and computer users to determine the nature of problems
 - Responding to breakdowns and took action as required
 - Investigating, diagnosing and solving computer software and hardware faults
 - Repairing equipment and replacing parts
 - Obtaining replacement or specialist components, fixtures or fittings
 - Checking computer equipment for electrical safety
 - Managing stocks of equipment, consumables and other supplies
 - Participate in projects development and maintain daily trackers of the work done
 - Responsible for daily backup and recovery
 - Maintaining good relationship with the vendors and define SLA to execute tasks
 - Perform other duties as suggested
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Applying Procedure

Apply Link : <https://merojob.com/executive-it/>

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