



## IT Administrator

- **Vacancy for:** 1
- **Posted on:** Nov. 10, 2017
- **Deadline:** Nov. 21, 2017, 11:55 p.m.

**Number of Vacancy:** 01

**Job Location:** Kalanki, Kathmandu

### Key Responsibilities:

- Troubleshoot and resolve hardware, connection, printer and software issues reported to the Service Desk
- Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols
- Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems.
- Secure network by developing network access, monitoring, control, and evaluation; maintaining documentation.
- Monitor and remove virus, spyware, and other non-authorized software
- Update network applications as required
- Maintain, create and verify backups of data
- Troubleshoot and resolve all problems encountered with hardware and software. Escalate requests to the appropriate party, as needed. Replace or repair defective parts and equipment
- Increase efficiencies, technical ability and interpersonal skills

### Qualifications:

- Associate's degree in Computer Technology or related field
- Minimum of two (2) to four (4) years prior experience with providing workstation support
- The ability to prioritize, be attentive to details, maintain confidentiality, and provide exceptional client service is required
- Demonstrated communication, interpersonal, organizational, analytical, problem-solving and computer skills required
- A sense of urgency and a commitment to timely completion of projects. Attention to detail along with a commitment to quality and confidentiality

### Technical Skills:

- Technical implementation knowledge in the following areas: Servers, Database, Workstation Active Directory, File Sharing, Print Sharing Backup, Scheduling Switches, Routers, Modem Antivirus, Firewalls, IPS, VPN Authentication Systems Log Monitoring, Management Emails, Network Printer Troubleshooting, Door Access, Telephony, Internet Connectivity Security and Policies
- Documentation of IT systems, network, procedures
- Knowledge in implementing and supporting Mikrotik, cyberoam Cisco networking and security product.
- Good understanding of Delivery around Internet Service and Solutions, and Managed Services.
- Excellent knowledge of problem solving and troubleshooting PC hardware and software
- Good knowledge of Linux and windows server operating system
- Have strong customer service and communication skills, both written and oral
- A working knowledge of IT operating systems, particularly Windows, MAC, Linux

### TO APPLY:

Interested candidates are requested to email their CV along with a letter of interest to [careers@moses.com.np](mailto:careers@moses.com.np). Please mention IT Administrator in the subject line. Only shortlisted candidates will be notified.

**OR,**

### Applying Procedure

Apply Link : <https://merojob.com/it-administrator-6/>

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