



IT Assistant

- **Vacancy for:** 1
- **Posted on:** Oct. 28, 2018
- **Deadline:** Nov. 21, 2018, 11:56 a.m.

Basic Job Information

Job Category : IT & Telecommunication
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kanti Path, Kathmandu, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than 1 year

Other Specification

- Bachelor in any Information Technology related field
- Must have 1 year work experience in field Or less than 1 year with sound PHP knowledge

Skills

- Computer networking and hardware
 - Moderate knowledge of PHP language and MySQL
 - The ability to think logically
 - A good memory of how software and operating systems work
 - Excellent listening and questioning skills, combined with the ability to interact confidently with clients to establish what the problem is and explain the solution
 - The ability to work well in a team
 - Problem-solving skills
 - A strong customer focus
 - The ability to prioritise your workload
 - Attention to detail
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Job Description

- Maintain in-house systems like Key Performance Indicator (KPI) display
- Support in banking system Pumori.
- Install and configure computer hardware operating systems and applications
- Monitor and maintain computer systems and networks
- Talk staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults
- Replace parts as required
- Provide support, including procedural documentation and relevant reports
- Follow diagrams and written instructions to repair a fault or set up a system
- Support the roll-out of new applications
- Set up new users' accounts and profiles and deal with password issues
- Work continuously on a task until completion (or referral to third parties, if appropriate)
- Prioritise and manage many open cases at one time
- Rapidly establishing a good working relationship with customers and other professionals, such as software developers
- Test and evaluate new technology
- Conduct electrical safety checks on computer equipment

- And other responsibilities as per management requirements

Applying Procedure:

Interested candidates are requested to send their updated resume to hr@imecsi.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/it-assistant-45/>

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