

IT EXECUTIVE

MODE OF APPLICATION

Please send your CV only to careers3@kprecruiters.co.tz not later than on 20th October 2022 with subject line "APPLICATION FOR IT EXECUTIVE POSITION".

KEY JOB RESPONSIBILITIES

- Manage IT Help desk within the time frame
- Assist the company clients upon setting up e-tools (CTS, EPOD, Integrations, etc.)
- Send new hardware/software request to Accounts department
- Assist in user accounts creations and access permissions
- Set up workstations for new employees (software/hardware)
- Setup and manage local scanners
- Support and troubleshoot hardware/software issues on workstations/scanners and ensure latest software updates
- Maintain local servers and responsible for data centre
- Manage data Backup schedules and physical backup media storage
- Ensure implementation of latest software security patches and updates
- Monitor local servers' health
- Maintain annual inventory of all IT related assets (hardware and software)
- Supervise and follow up on tasks given to external IT companies
- Handle all systems issues related to Security, Card access team & Biometric System
- Follow up with internet and telecom providers
- Adhere to company HSSE, compliance and sustainability corporate policies

JOB REQUIREMENTS

- A+ and N+ Certified
- Bachelor's degree in Information Technology, Computer Science or a related field, or equivalent experience. Minimum of 2 years' experience in a similar position
- Windows 10, Windows 11 extensive knowledge. Basic knowledge of Office 365
- Excellent written and verbal communication skills
- Ability to work well with a team in a fast paced, constantly changed environment and follow instructions from supervisors and senior colleagues
- Dependable to be at work during assigned shifts and to complete work as expected
- Ability to multitask and meet specific goals set by supervisors and management
- Extensive Hardware knowledge including Desktops, laptops, printers and networking equipment
- Hardware installations and set up. Basic networking skills. Analytic, Troubleshooting, and Training skills. Time management skills
- Strong critical thinking and decision-making skills. Proficiency in Microsoft Office
- Ability to prioritize and manage multiple tasks simultaneously