

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-908-2022
Company Name	Shareq NGO
Industry	
Vacancy	IT
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Full-time Monday to Friday (8.30 AM - 5.30 PM) Part-time Monday to Friday (8:30 AM – 3:00 PM)
Major(s)	Information Technology, Computer Science, or Management Information Systems or related fields.
Degree	Bachelor's Degree
Years of Experience	Min 1 years
Location	Aintoura, Keserwan
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	Fresh \$+ Transportation
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Installing and configuring computer hardware, software, systems, networks, printers, and scanners</li> <li>• Monitoring and maintaining computer systems and networks</li> <li>• Responding in a timely manner to service issues and requests</li> <li>• Providing technical support across the company</li> <li>• Setting up accounts for new users</li> <li>• Repairing and replacing equipment as necessary</li> <li>• Testing new technology</li> <li>• Providing training to new users of existing systems</li> <li>• Organize and maintain IT resources.</li> <li>• Proficiency in MS Office.</li> <li>• Knowledge on Office 365</li> </ul>