

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-196-2021
Company Name	Librex Group Offshore s.a.l.
Industry	
Vacancy	IT Support (hardware)
Job Type (<i>FT, PT, Contractual, Seasonal</i>)*	Full Time
Major	Computer engineering, Business Information Technology or any equivalent
Years of Experience	1 to 3
Education	Bachelor
Location	Zalka
Application Deadline	ASAP
Remuneration & Benefits	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Carry-out the day-to-day operations of the Country IT Service Section, provide expertise, encourage teamwork and align work processes to achieve high performance standards, meet established targets and engage employee in a motivated work environment Develop and implement the Country IT Service Section policies and procedures in order to ensure the fulfillment of organizational requirements whilst delivering high-quality services • Facilitate helpdesk and onsite support to all employees at the country of operations to ensure continuous support and access at all times • Develop and supervise the webmail and active directory support function at the country of operations in order to ensure proper communication is maintained • Adhere to continuity and disaster recovery plans to ensure minimal operations

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interruption at the country of operations

- Supervise the complete lifecycle of technology assets from acquisition to disposal in order to avoid early damage and depreciation at the country of operations
- Coordinate with Applications for the provision of information pertaining computing needs and system requirements
- Coordinate with telephone, internet and IT suppliers at the country of operations to ensure quality with minimal purchasing cost

Qualifications:

- Computer engineering, Business Information Technology or any equivalent
- up to 3 years of relevant experience
- Good communication skills
- Strong IT fluency
- Excellent time management and organization
- Candidate Gender: Male