

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-231-2022
Company Name	AROPE Insurance S.A.L.
Industry	Insurance
Vacancy	Junior IT Officer
Number of vacancies for that position	
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Computer Science/Computer Engineering
Degree	BS, Master is a plus
Years of Experience	2 -3 years (Insurance industry is preferred)
Location	Zalka, Michel El Murr Str. Arope Bldg.
Remuneration & Benefits	Basic Salary, Transportation, Medical Insurance
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Assist in the tasks related to the on boarding and off boarding of users including identity and access management: setting up/cancellation of accounts and providing access right privileges following set guidelines. • Assist in the installation and configuration of computer hardware, software, systems, networks, printers, scanners, etc. • Assist in network management as to matters related to backup/restores, technology standards, test environments, hardware/software upgrades, etc. • Assist with Internal IT systems administration, including systems monitoring, back-ups (daily, monthly, etc), etc. • Assist in the deployment, monitoring, maintenance, development, upgrade and support of IT systems, including telecommunications, servers, desktops, laptops, phones, mobile devices, operating systems, hardware, software, peripherals and Office Automation equipment.

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- May investigate, diagnose and solve computer software and hardware faults.
- Coordinate system updates and replacement of old versions as requested
- Provide technical support for remote sites
- Prepare reports upon request (daily, monthly, yearly)
- Assist in the installation of the operation system, new hardware and software
- Coordinate one-on-one user assistance, basic applications, basic computer usage, etc
- Perform effectively any other duties as assigned; assume new duties as the need arises