

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-304-2021
Company Name	Oculi
Industry	Semiconductors
Vacancy	Technology Administrator
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	MIS, CS, and Engineering
Degree	Any
Years of Experience	Any
Location	Nahr el Kalb
Application Deadline	
Remuneration & Benefits	
Tasks & Responsibilities	<p>---</p> <p>Oculi is looking for a Technology Administrator to join its team in Lebanon. The Technology Administrator will work on a variety of tasks involving the management and maintenance of company technology assets. The Technology Administrator's activities include IT administration and Web management.</p> <ul style="list-style-type: none"> <li>Analyze, design, install and maintain networks, guard and monitor connectivity between main office and other offices linked with VPN's.</li> <li>Work on the installation, configuration, monitoring, optimizing, and tuning of the IT infrastructure.</li> <li>Install, configure, and maintain hardware, software and other systems such as NAS.</li> <li>Configure backup servers, emails and related data, and store them in a well-organized manner.</li> <li>Maintain and update Oculi's website.</li> <li>Monitor and analyze the company's website and online performance in order to identify areas of improvement.</li> <li>Review technologies and explore new developments in the digital landscape</li> </ul>

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### Key Qualifications

to find ways to more effectively deliver the communication and business objectives through the website or other online platforms.

- Experience or degree in Computer Science or an IT related field is preferred.
- Hands-on experience in the IT administration and/or web management fields is preferred.
- Experience with hardware and software installation is a plus.
- Preferably familiar with Windows OS, Linux, and macOS.
- Self-learner and independent problem solver who is able to effectively troubleshoot issues remotely. Resourcefulness is key in this position.
- General business acumen.
- Ability to prioritize and multitask.
- Comfortable in working in a fast-paced and dynamic environment.
- Excellent written and oral communication in English.