

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-356-2022
Company Name	Librex Group Offshore s.a.l.
Industry	Manufacturing
Vacancy	IT officer
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Computer engineering, Business Information Technology or any equivalent
Degree	BS
Years of Experience	3 to 5
Location	Lebanon
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	Dollar & Lollar
Tasks & Responsibilities	<ul style="list-style-type: none"> • Develop and implement policies and procedures in order to ensure the fulfillment of organizational requirements whilst delivering high-quality services • Make sure all IT related accounts are renewed on time to avoid any work failure (GSuite accounts...) • Develop and supervise the webmail and active directory support function in order to ensure proper communication is maintained • Facilitate helpdesk and onsite support to all employees to ensure continuous support and access at all times • 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 to ensure quality with minimal purchasing cost

JOB POSTING REQUEST FORM

Qualifications:

- Computer engineering, Business Information Technology or any equivalent
- 3 to 5 years of relevant experience
- Good communication skills
- Strong IT fluency
- Excellent time management and organization
- Candidate Gender: Male