

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-482-2021
Company Name	Aramex Lebanon S.A.L
Industry	Shipping & Transportation
Vacancy	IT Executive
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full time
Major(s)	Computer Science
Degree	0-2 years of experience
Years of Experience	BA
Location	Dekweneh – Mar Roukoz - Aramex Building
Remuneration & Benefits	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Set up workstations for employees (software/hardware) • Support and troubleshoot hardware/software issues • Handle IT service desk and resolve cases on daily basis • Software Development • Handle IT hardware purchases • Send new hardware/software request to procurement department • Create and manage user accounts and access permissions. • Maintain local servers and responsible for local data center. • Ensure implementation of latest software security patches and updates • Run scheduled antivirus and resolve threats immediately as it occurs • Maintain annual inventory of all IT related assets (hardware and software) • Assist in developing software to ease procedures (COD System, Aramex Cashier system) • Adhere to company HSSE, compliance and sustainability corporate policies