

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-530-2022
Company Name	Gemayel Freres s.a.l
Industry	Corrugated Cardboard and Packaging
Vacancy	IT supervisor
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full time
Major(s)	Management information system
Degree	Bachelor of science
Years of Experience	Minimum 5 years
Location	Bickfaya
Remuneration & Benefits	Medical Insurance in fresh \$
Currency (LBP, Dollar, Lollar)	LBP & Dollars
Tasks & Responsibilities	<ul style="list-style-type: none"> • Manage IT team and provide them with training and coaching and appraising their performance • Manage Information technology & computer systems(Hardware, Network Software) • Ensure security of data, network access backup systems • Servers' administration and monitoring • Supervising Data entry and data processing operations • Software applications administration and monitoring • Analyzing and implementing new software solutions. • PC support; Hardware repair and software installation and maintenance • Receiving and processing IT requests from all departments and allocating tasks to IT team members. • Coordinating IT related projects with other departments and with suppliers. • Writing and applying IT policies, work flow and work instructions • Handle procurement for systems, equipment and consumables.

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- Handle applications and equipment's maintenance contracts
- Prepare cost benefits analysis reports w upgrades are necessary, continuously analyzing vendors to ensure they offer t best possible service and value for company needs
- Reporting to the management about IT issues
- Identify problematic areas and impleme strategic solutions in time
- Apply the Quality Management System
- Supporting Telephone exchange
- Monitoring and maintaining CCTV Operations & UPS Systems

Qualifications:

- Bachelor of science in Management Information System
- Minimum 5 years' experience in:
 - Managing IT operations.
 - Applications and ERP
 - IT projects feasibility study and RFPs
 - Virtualization, Cloud and Hybrid
 - IT purchases
- Database management and SQL
- Windows servers Management
- Network security Management
- Time Management
- Detail-oriented
- Good verbal and written communication
- Project management and Teamwork
- Coaching & Team Building
- Languages: Arabic, English, French is a plus