Career Opportunity

Position

Assistant Manager, IT

Vacancy

01 (One)

Job Responsibilities

- Running regular checks on network and data security
- Troubleshoot hardware and software issues related to internal IT
- Ensure security of Data, Network Access and Backup System
- Identifying and acting on opportunities to improve and update software and systems
- Updating website content as and when required
- Developing and implementing IT policy and best practice guides for the organisation
- Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages
- Assess vendors and develop test strategies for new hardware and software
- Track and maintain hardware and software inventory
- Managing and reporting on allocation of IT budget
- Analyze department needs, identify vulnerabilities, and boost productivity, efficiency and accuracy to inform business decisions monthly basis
- Train employees on both software and hardware, troubleshoot, and provide technical support when needed

Employment Status

Full-time

Educational Requirements

- Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field

Skill & Knowledge

- Good proficiency in written and spoken English
- Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems
- Excellent project management skills and strong ability to prioritize
- knowledge of Photoshop and other design software
- knowledge of web designing
- Candidate have to possess positive work attitude, integrity, good manners/courtesy, etiquette and good interpersonal skills
- Candidate must be ready to work under pressure.

Work Experience:

- 5 years of experience on IT management

Job Location

Bangla Motor,Dhaka.

Salary

- Negotiable

Compensation & other benefits

- As per policy of the firm.

Interested candidates are requested to email their CV to this email address: admin@mclawservices.com