

Our law firm is growing and we're currently looking to hire an **IT Officer** who will monitor, maintain and provide technical assistance for firm's IT systems and also support system users through remote desktop software, email and telephone conversations.

Company Name : MCLaw Services

Job Title : IT Officer.

Location : Bangla Motor, Dhaka

Company Industry : Law Practice, Legal Services, Admiralty & Maritime Law

Educational Requirements

Bachelor's degree in Information Technology/ Computer Science/ Information Systems or a related field.

Job Responsibilities

1. Networking device Monitoring, Maintenance, Installation, Configuration and troubleshooting.
2. Local area network (wireless & wired) and Wide area network Monitoring, maintenance, configuration and troubleshooting.
3. DHCP server and DNS server Maintenance, Configuration, troubleshooting and Bandwidth management.
4. Company Domain renew, DNS management, Domain shifting, website maintenance.
5. File sharing and Printer sharing for multiple user access within a Local Area network.
6. Coordinate with Internet Service Provider for Smooth Internet service, Bandwidth upgradation and fault restore within a short time.
7. Proper Maintenance, Installation, Configuration, Commissioning and troubleshooting of CCTV.
8. Laptop, Desktop or Brand PC, UPS and all IT equipment's hardware servicing.
9. Installation, Configuration and troubleshooting of New connectivity, Extension change, parallel connection set-up of PABX system.
10. Time attendance and access control device hardware & software Installation, configuration, maintenance and troubleshooting.
11. Microsoft Outlook 2016, 2010 installation, configuration and troubleshooting by remotely or on-site support.
12. Proper hardware & software maintenance and troubleshooting of Photocopy machine, Printer, Scanner.
13. Video Conference setup for Meeting as per management schedule.
14. Graphics design related work like Logo Design, Certificate design, Photo editing, Letter Head Pad design, Business Card design.
15. Proper Data Backup of end user PC as per management instruction.

16. Different type of Open source and Premium Software installation, configuration, renew/activate and troubleshooting as per end user requirement.
17. Mid-level Software design and development (If Assign).
18. Microsoft Mail Server “Office365” configuration, maintenance and troubleshooting as per necessary (If Assign).

Skill & Knowledge

1. Candidates must be ready to work under pressure.
2. Candidates have to possess positive work attitude, integrity, good manners or courtesy, etiquette and good interpersonal skills.
3. Good proficiency in written and spoken English.

Attach your Resume : admin@mclawservices.com

Salary : Negotiable

Work Experience : 5 years

Compensation & other benefits : As per policy of the firm.