



<https://unimanphil.com/job/it/>

IT

Description

The IT Support team maintains the computer networks of all types of organisations, providing technical support and ensuring the whole company runs smoothly. IT Support monitors and maintains the company computer systems, installs and configures hardware and software, and solves technical problems. Because of the nature of the job, some companies may require their IT Support to undertake shift work.

Responsibilities

- Installing and configuring computer hardware, software, systems, networks, printers and scanners
- Monitoring and maintaining computer systems and networks
- Responding in a timely manner to service issues and requests
- Providing technical support across the company (this may be in person or over the phone)
- Setting up accounts for new users
- Repairing and replacing equipment as necessary
- Testing new technology
- Possibly training more junior staff members

Qualifications

- Computer Science
- Computing
- Engineering
- A technical, logical thought process
- Problem-solving skills
- An ability to stick to strict deadlines
- An ability to prioritise and delegate
- A keen eye for detail

Hiring organization

UNI Manpower Resources and General Services Inc.

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