

Asst. Manager, Enterprise System

Ref no: CP0102

Vacancy: 01

Job Designation: Asst. Manager

Job Responsibilities

1. Maintain regular operational support for business functions of Paperfly Business Solutions (Wings) users.
2. Ensure proper use of business functions of Paperfly Business Solutions (Wings), network and other IT infrastructures.
3. Organizes support, troubleshooting, and maintenance of IT infrastructure. Also advise better experience of the users.
4. Establishes relationships with technology and component vendors.
5. Manages departmental budget and tracks spending on equipment and staff.
6. Develops and maintains emergency plans.
7. Has a thorough understanding of available technology and researches to learn about innovative solutions and new releases.

Employment Status: Full-time

Educational Requirements

Bachelor's degree in computer science, information technology or related field or equivalent industry

Additional Requirements

- Minimum 3-5 years of experience in related field is required.
- Having experience working in Multinational Corporation.
- Good understanding of support services, server & Network Troubleshooting.
- Should be a team player having good interpersonal skills.

Job Location: Dhaka

Salary: Negotiable

Please send your updated CV along with cover letter mentioning “**Asst. Manager, Enterprise System**” in subject line at

career@paperfly.com.bd within **15th December, 2021**