

Executive, Enterprise System

Ref no: CP0101

Vacancy: 01

Job Designation: Sr. Executive / Executive

Job Responsibilities:

1. Providing desk to desk IT Support for the employees in both head office and operation hub office.
2. Keeping proper relationship with IT service & component related vendors.
3. Maintaining emergency plans and implementing according to the requirements.
4. Organizing support, troubleshooting, and maintenance of IT infrastructure.
5. Managing the IT assets and keeping records properly.
6. Having 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 / equivalent industry.

Additional Requirements:

1. Must have hands on experience with Windows, Active Directory and MS Office Applications.
2. Ability to troubleshoot hardware, software, network, printer issues.
3. Has basic Computer Networking and Operating Systems concepts.
4. Good understanding of support services, server & Network Troubleshooting.

Experience: 2-3 years' experience in related field.

Job Location: Dhaka

Salary: Negotiable

Please send your updated CV along with cover letter mentioning "**Sr. Executive/Executive, Enterprise System**" in subject line at career@paperfly.com.bd within **15th December, 2021**.