

– Information Technology

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Company: Rotana Hotel Management Corporation PJSC

Location: dubai

Category: other-general

The job posting is outdated and position may be filled

Responsibilities

- Maintain the documentation of all hardware configuration and inventory
- Maintain the documentation of the telephone system configuration and all MPT lines
- Understand all the department working procedures and perform the related tasks as described
- Carry out the repairs and maintenance of all PCs, printers, telephones, interactive system, key lock system, etc.
- Maintain all users access request and authorizations (Win2000, E-mail, Opera, Micros, Novell)
- Respond to all users request and provide them with adequate support
- Monitor the operation and security of all computer hardware and ensure that it is operating properly
- Serve as primary contact for all servicing of computers, printers, etc.
- Maintain a sufficient inventory of all office and computer supplies
- Maintain all hardware and software logs updated as per departmental working procedures

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