

IT Administrator Temp

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Company: Nathan & Nathan

Location: dubai

Category: other-general

Offer timely technical support whilst acting as a link between staff/end users and IT Manager
Record various IT requests from staff in our online ticketing system on daily basis
Set up hardware, install and configure software and drivers
Provide orientation and guidance to users on how to operate new computer equipment
Maintain and repair IT equipment (e.g. routers) and/or peripheral devices
Maintain records/logs of repairs and fixes and maintenance schedule for future reference
Labeling all machines with IT assets and ensure functionality at all times
Perform annual maintenance tasks - hardware (dusting) and software cleanup
Preparation of IT summary reports on monthly basis / or as per the IT Manager's request
Perform regular upgrades to ensure work stations remain updated
Troubleshoot work station failures and provide solutions to restore functionality
Maintain the Software License and Hardware Asset Registries
Skills/Qualifications:
Educated to degree level in Information Technology or an equivalent relevant qualification.
Minimum of 3 years of experience in a similar role and position.
Good command of written and spoken English.
Excellent interpersonal and coordination skills.
Service-minded, professional, and dedicated approach to IT support.
High level of confidentiality in handling sensitive information.
A high degree of accuracy in performing IT tasks and maintaining records.
Ability to interact successfully with a multicultural workforce at all levels.
Strong communication skills to effectively collaborate with team members and end-users.
Must be able to work independently with a proactive approach to problem-solving.
Familiarity with architectural or design industry processes and software is a plus.
Relevant certifications such as CompTIA A+, Microsoft Certified Systems Administrator, or equivalent are advantageous. Disclaimer: Drjobs.ae is

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