

IT Coordinator Jobs In Dubai,UAE | bluechip computer systems

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Description:

Bluechip Computer Systems LLC is looking for an IT Coordinator to support our IT department in various administrative and technical tasks. The IT Coordinator will assist in managing IT projects, providing technical support to employees, and ensuring the smooth operation of IT systems within the organization.

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Responsibilities:

Assist in planning, executing, and closing IT projects.

Coordinate project tasks and ensure timely completion. Collaborate with team members to achieve project goals.

Provide technical assistance and support to employees, ensuring their IT-related issues are resolved promptly.

maintain hardware and software systems. Troubleshoot hardware and software problems and provide solutions.

Assist in managing and maintaining IT infrastructure, including servers, networks, and security systems.

Monitor system performance and implement necessary adjustments to ensure efficient operation. Implement IT policies and procedures to safeguard company data and resources.

Maintain accurate records of IT inventory, software licenses, and user access permissions.

Generate reports on IT activities, system performance, and support ticket resolutions.

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Requirments:

Provide technical assistance and support to employees, ensuring their IT-related issues are resolved promptly.

Hardware and software systems. Troubleshoot hardware and software problems and provide solutions.

Assist in managing and maintaining IT infrastructure, including servers, networks, and security systems.

Monitor system performance and implement necessary adjustments to ensure efficient operation. Implement IT policies and procedures to safeguard company data and resources.

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