

<https://lingtonandbernie.com/job/it-officer-2/>

## IT Officer

### Description

- The Information Technology Officer will be responsible for the smooth running of computer systems, routers, switches, and internet for the efficient running of the company operations.strategic interests in

### Responsibilities

To provide technical support and advice as required across the business operations  
Installing and configuring computer hardware, software, systems, networks, printers and scanners

Setting up accounts for staff, educate them on log in and resolve issues arising

Investigating, diagnosing and solving computer software and hardware faults

Respond to IT Support requests in a timely fashion to ensure minimum disruption of the company activities

Perform preventive maintenance duties on items of IT hardware, including the cleaning of equipment

To monitor and maintain general IT consumable stock to ensure adequate supplies are available in a timely and cost effective manner

To assist with the design and maintenance of the company intranet, web site and digital signage system ensuring they are populated at all times.

Liaise with suppliers and external support companies as appropriate

Websites design and Social media engagement

Any other tasks assigned by the Head, Information Technology

### Qualifications

Minimum of a Bachelor's Degree in Computer Science, Electrical Engineering, or other related discipline.

Professional certification in Information Technology is essential

### Contacts

Interested candidates should apply through the Company website [www.lingtonandbernie.com](http://www.lingtonandbernie.com) /send CV to [jobs@lingtonandbernie.com](mailto:jobs@lingtonandbernie.com) or walk into Lington & Bernie Consulting Ltd, 9a Omo Osagie street, Off Awolowo road Ikoyi Lagos

### Hiring organization

Lington & Bernie Consulting Ltd

### Employment Type

Full-time

### Industry

Consulting

### Job Location

Lagos, Nigeria

### Date posted

September 8, 2021

### Valid through

31.10.2021