

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

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.

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
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 /send CV to 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

Job Location

Lagos, Nigeria

Date posted

May 16, 2021

Valid through

30.11.2021