

Job Title

IT Technician

Salary

R279 968

Job Description

Reporting to the Group IT Manager, provide a responsive service and timely IT solutions to the system users (approx. 160 at present) across four branches.

Oversee the daily performance of computer systems.

Provide front-line desk-side user support, IT housekeeping and system administration

Set up equipment for employee use, performing or ensuring proper installation of cable, operating systems, and appropriate software.

Maintain record of daily data communication transactions, problems and remedial action taken, and installation activities.

Develop procedures, and/or train users in the proper use of hardware and software.

Inspect equipment and read order sheets to prepare for delivery to users.

Answer users' inquiries regarding computer software and hardware operation to resolve problems.

Install and perform minor repairs to hardware, software, and peripheral equipment, following design or installation specifications.

Operational support to the finance and operations functions:

Provide excel and reporting support to the finance and operations functions.

Perform project/ad hoc duties as required to support the back office functions of the business.

Skills Required

Candidates must have knowledge and experience of the following:

Suitable IT qualification.

Strong Windows 2003 and 2008 operating system knowledge including the structure of security policies.

Desktop/Laptop configuration

Active Directory

Office 2007/2010

LAN/WAN

TCP/IP

Excel

Access experience an advantage

SAP experience an advantage