

Job Description

Name : Mr. M.R.U. Deshan Rathnayke

Position : Junior IT Executive

Company : Asset Networks (Pvt) Ltd

Responsibilities

- Installation and maintenance of computer hardware & software, Email servers, CCTV networks, security systems, data networks, PBX/Fax, printers & scanners, and Telecommunication & Audio Systems.
- Upgrade systems with new releases and models to keep up with the industry standard.
- Ability to maintain websites and related domain administration.
- Ensure security through access controls, backups and firewalls.
- Ensure stable Mobile Voice & Data connections for Employees
- Maintain efficient relationship with vendors.
- Providing technical support across the company (this may be in person at remote sites or over the phone)
- Ensure timely Preventative Maintenance of all aforementioned systems.
- Have a good understanding and strong product knowledge of the market and competition.
- Develop data backups and disaster recovery plan.
- Providing advice on best practices and defining requirements in terms of Technical Hardware and Networking to achieve business goals.
- Monitoring and maintaining computer systems and networks for all clients.
- Responding in a timely manner to service issues and requests.
- Assist in IT Procurement Process.

Approved by :.....

Accepted and understood by :.....