

System Administrator:

- Maintain computers, accessories, and other IT equipment
- Ensure Telecom network working properly
- Camera installations and functioning
- Create email IDs for new employees and dissolve email of exiting employees
- Update asset registers
- Repair minor and Major computer issues
- Manage office Sims and WhatsApp usage for employees
- Audit email IDs on a timely basis
- Create and maintain a Master email ID file

Requirements and skills

- 0-2 years of experience in IT and admin support
- Basic knowledge of computer hardware and software
- Network troubleshooting and email management skills
- Good communication, organizational, and time management skills
- Ability to work independently and as part of a team
- Problem-solving and attention to detail
- Familiarity with asset registration and inventory management

Benefits:

- Fix Salary
- Sim Provided by the Company
- Week off Benefit as per ageing years in System
- Reward & Recognitions
- Promotions & Increment Benefit
- Salary Review after Probationary Period*
- Sunday Week off