

## **Post: Sr. Officer, IT**

### **Vacancy**

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### **Job Responsibilities**

- Must be technically skilled in diagnosing, troubleshooting and resolving hardware and software problems
- Implement and manage Active Directory/DNS/DHCP issue of network.
- Able to installation, maintenance & health checking, trouble shooting of Server, Storage Device, Backup device, Desktop Computer, Laptop, Printer, Scanner, Online UPS, UPS, Router, Switch, CCTV Camera and other related IT Equipment
- Experience and knowledge on installation and configuration of Microsoft Windows Server & Workstation, Anti-virus and different application software in terms of security, system diagnosis, tuning, active directory user and policy maintenance etc
- Office 365 mail server management and administration.
- Perform any other job assigned by the Management

### **Employment Status**

Full-time

### **Educational Requirements**

- Bachelor in Engineering (B.sc Eng.) in CSE

### **Experience Requirements**

- 3 to 5 year(s)
- The applicants should have experience in the following area(s):  
Network Engineer/ Network Administrator, Hardware Engineer, IT System Management, Security Management of IT System

- The applicants should have experience in the following business area(s):  
IT Enabled Service, Pharmaceuticals

### **Additional Requirements**

- Age 25 to 35 years

### **Job Location**

Dhaka

### **Salary**

Negotiable

### **Compensation & Other Benefits**

- Provident fund, Gratuity
- Lunch Facilities: Full Subsidize
- Salary Review: Yearly
- Festival Bonus: 3(Yearly)

The applicant meeting the above requirements are encouraged to apply along with a detailed resume, a recent passport size photograph and contact phone number, mentioning the name of the post, to the following email address: [hrd@jaysonbd.com](mailto:hrd@jaysonbd.com)

**\*Photograph must be enclosed with the resume.**