**Job Description - IT Manager**

**Job Overview**

IT Managers are responsible for coordinating, planning, managing, and leading all the system-related activities in an organization. At [CompanyX], we are looking for IT Managers having the qualities such as crisis management, accountability, and the ability to prioritize. The ideal IT Manager will be responsible for overseeing and ensuring that the systems and equipment are operating well. To get selected for this position, you will demonstrate a detailed understanding of industry’s best practices and present a professional track record of information analysis, effective technical management, and an expert level understanding of software and hardware systems.

**IT Manager Responsibilities**

- Staying updated with advancements in technology and industry practices.

- Ensuring that all the IT activities are performed considering the parameters of applicable codes, laws, and regulations.

- Testing, debugging, and modifying the systems in order to ensure that they work effectively.

- Conducting technology installations, maintenance, and upgrades.

- Checking the annual IT budget and ensuring cost effectiveness

- Analyzing technology risks to create a plan for network disaster recovery and backup procedures.

- Managing IT staff by recruiting and guiding employees, conveying company expectations, and monitoring their performance.

- Generating timely performance reports for all the operating systems

- Selecting, replacing, or purchasing new hardware and software systems whenever required.

- Keeping an eye on daily operations of the company which includes server hardware, software, and operating systems.

**IT Manager Requirements**

- Bachelor’s degree in CS, IT, software engineering, or related field.

- Prior experience of managing IT infrastructures and services

- Experience in computer networks, network installations, and network administration

- Expert in Microsoft windows software like office, server, and exchange.

- Management and leadership skills

- Industry level knowledge of computer hardware, cable installations, wireless tech applications, interface, and IT security.

- Time management and multitasking skills with the ability to understand the priority tasks

- Detail-oriented and organized

- Exceptional analytical and problem-solving skills

- Must be open to work in flexible hours of working