

JOB DESCRIPTION	
<b>ORGANIZATION</b>	<b>CSAdvance Finance Company Limited</b>
<b>JOB TITLE</b>	IT Support Executive
<b>LOCATION</b>	Lagos, Nigeria
<b>REPORTS TO</b>	Group Head of IT
<b>JOB OVERVIEW</b>	<ul style="list-style-type: none"> <li>• The IT Support team maintains the computer networks of the organization, providing technical support and ensuring the whole company runs smoothly.</li> <li>• IT Support monitors and maintains the company's systems, installs and configures hardware and software, and solves technical problems.</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Installing, configuring and maintaining computer hardware, software, systems, networks, printers and scanners.</li> <li>• Monitoring and maintaining computer systems and networks.</li> <li>• Responding in a timely manner to service issues and requests.</li> <li>• Liaising with trustworthy system vendors to secure premium systems for the organization when required; also liaising with network service providers to ensure optimum connectivity/service levels at all times.</li> <li>• Constantly updating software and antiviruses to guard against malware and other destructive components.</li> <li>• Consistent back-up of system files on the organization's drive.</li> <li>• Setting up accounts for new users.</li> <li>• Repairing and replacing equipment as necessary.</li> <li>• Keeping abreast on new technology.</li> </ul>
<b>EXPERIENCE</b>	Two to three years' experience in a similar role.
<b>EDUCATION</b>	A Bachelor's Degree or its equivalent in Computer Science, Engineering or other related field.
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Strong technical, logical thought process</li> <li>• Troubleshooting/Problem-solving skills</li> <li>• Keen eye for details</li> <li>• An ability to meet pressing deadlines</li> <li>• Strong interpersonal skills.</li> </ul>

