Job Title: IT Support Technician
Company: Wintel Limited
Location: House # 25, Road # 47, Suite # D5, Gulshan-02, Dhaka-1212
Employment Type: Full-Time
Office Hours: Sunday to Thursday, 10:00 AM to 7:00 PM
Reports To: DGM, Technical
Salary: Up to 25,000 BDT

Job Overview:
We are seeking a detail-oriented IT Support Technician to manage the daily IT operations of our office. The candidate will be responsible for ensuring smooth hardware and software functionality, maintaining the network infrastructure, and implementing best practices for security. A solid foundation in network architecture and server management.

Key Responsibilities:
- ❖ Manage and maintain office hardware, including desktops, laptops, printers, and other peripherals.
- ❖ Oversee the logistics of IT devices, ensuring availability and functionality for all employees.
- ❖ Administer and monitor office network systems, ensuring reliable operator connectivity.
- ❖ Manage firewalls and implement robust security measures to protect sensitive data.
- ❖ Conduct regular checks for potential vulnerabilities and address them proactively.
- ❖ Oversee operator and telecommunication setups.
- ❖ Maintain and update office servers, ensuring uptime and optimal performance.
- ❖ Manage cloud computing resources, including storage, backup, and application deployment.
- ❖ Monitor system performance, applying updates and patches as needed.
- ❖ Assist in designing and maintaining basic network architecture, including switches, routers, and access points.
- ❖ Troubleshoot and optimize pipeline configurations to enhance efficiency.

Education:
- ❖ Bachelor's degree in Information Technology, Computer Science, or a related field.
- ❖ Relevant certifications (e.g., CompTIA, Cisco) are considered an advantage.

Experience:
- ❖ 1-2 years of experience in IT support roles or similar positions.

Technical Skills:
- ❖ Proficiency in hardware troubleshooting and software installations.
- ❖ Basic knowledge of network architecture, including LAN, WAN, and Wi-Fi configurations.
- ❖ Hands-on experience with firewalls and network security tools.

How to Apply: Please send your CV in PDF format directly to me via Messenger.