RMC RIPEN MARINE CONTRACTORS

Block 3, Flat 55A, Fatai Arobieke Street, Off Admiralty Road, Lekki Phase 1 Lagos, Nigeria
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INFORMATION TECHNOLOGY JOB SCOPE

Role: Information Technology Specialist
Organization: Ripen Marine Contractors
Department: Admin
Location: Lagos State, Nigeria
Employment Type: Full Time
Report to:

IT specialist will work in various aspects to support all members of the team by analyzing and troubleshooting network systems and software. Shall provide Internal clients with information by designing methods to collect and retrieve data. Additionally, they use database analysis to organize and manage company data regarding everything from inventory and payroll records.

JOB RESPONSIBILITIES

- Collects data by identifying sources of information, designing survey and collection methods.
- Organizes information by studying, analyzing, interpreting, and classifying data.
- Ensure all employees and upcoming employees have their work tools as at when needed
- Shall provide technical support to the business and   organization's employees and train non-technical workers on the business's information systems.
- Resolves retrieval problems by altering design to meet requirements.
- Prepares reports by collecting, analyzing, and summarizing information.
- Prepares reference for employees by writing operating instructions.
- Maintains historical records by documenting system changes and revisions.
- Maintains employee's confidence and protects operations by keeping information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed
- Establishes and revises database by conferring with analysts and programmers to code and retrieve data.
- Maintains database by entering data.

COMPETENCE REQUIREMENTS
- Strong organizational and Time management skills
- Technical Understanding and Process Improvement skills

- Data Processing and Reporting Research Results skills
- Presenting Technical Information skills
- Written Communication skills
- Operating Systems and Reporting Skills
- Client Relationships and Documentation Skills
- Computer Literate

QUALIFICATION/EXPERIENCE
- Bachelor, or M.sc degree in Computer Science, Information Technology, Engineering, statistics or equivalent.
- Minimum of 5 years' cognate experience in related industry.
- Minimum of 7 years on the job experience.
- Technical capability and understanding

Method of Application: All suitable CVs should be addressed using "Information Technology Specialist" as subject to **Careers@Ripenmarinne.com**