

Job Details

1. Candidate must possess at least a Bachelor's/College Degree in Information Technology, Computer Science or any related field.
2. 1-2 years related work experience is an advantage.
3. Proficient computer skills.
4. Ability to maintain confidentiality.
5. Good communication and written skills.
6. Able to work under minimal supervision.
7. Has initiative and can work longer hours if necessary.
8. Honest and hard-working.
9. Willing to work in Makati City.

Job Expectations

1. Conduct set-up of PC, printers, audio-visual equipment and other information system.
2. Repair and maintenance of PC, printer, projector, LAN system, biometrics, and CCTV.
3. Troubleshoot printer problems and network connectivity issues.
4. Install software, and telecommunications services such as computers, systems software and hardware, and cabling as requested.
5. Conduct computer diagnostics to investigate and diagnose hardware and software problems. May replace defective components, and provide technical assistance.
6. Assist in updating of company website.
7. Perform data backups and maintain an inventory of computer parts for emergency repairs.
8. Responsible for understanding and complying with all policies, procedures, and regulations relating to job duties.
9. Perform other related duties as assigned by superior.

Application

Email your resume/CV to careers@infocreditsolutions.net to apply for this position.