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## Q.Y.E.C. CONSTRUCTION Pvt. Ltd.

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Account/Finance/Banking  
Lalitpur Nepal  
<http://qyecint.com/>

**IT Officer**

### **Basic Information**

Job Category : Construction / Engineering / Architects

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Job Level : Top Level

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No. Of Vacancies : 1

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Employment Type : Full

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Job Location : Lalitpur

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Offered Salary : -

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Apply Before : 2024-05-11 ( 9 Days, 0 Hours From Now )

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### **Job Specification**

Education Level : Bachelor Degree

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Education Required : Bachelor

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Experience Required : Greater Than

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## **Other Specification**

### Requirements:

1. Bachelor's degree in Computer Science, Information Technology, or a related field.
  2. Proven experience working as an IT Officer or similar role, preferably in a corporate environment.
  3. Strong knowledge of computer hardware, software, networks, and operating systems.
  4. Proficiency in troubleshooting and problem-solving, with excellent attention to detail.
  5. Excellent communication and interpersonal skills, with the ability to interact effectively with users at all levels of the organization.
  6. Ability to work independently and prioritize tasks in a fast-paced environment.
  7. Certification in relevant technologies (e.g., Microsoft Certified Systems Engineer, Cisco Certified Network Associate) is a plus.
  8. Familiarity with ITIL or other IT service management frameworks is preferred.
  9. Strong commitment to maintaining confidentiality and data security.
  10. Flexibility to work outside regular business hours and participate in on-call rotations as needed.
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## **Job Description**

### Responsibilities:

1. Manage and maintain the organization's IT infrastructure, including hardware, software, networks, and servers.
2. Install, configure, and troubleshoot computer systems, software applications, and peripheral devices.
3. Monitor system performance and security, ensuring compliance with company policies and procedures.
4. Provide technical support to internal users, resolving hardware and software issues promptly and efficiently.
5. Implement and maintain backup and disaster recovery solutions to ensure data integrity and availability.
6. Collaborate with other departments to identify IT needs and propose solutions to enhance efficiency and productivity.
7. Stay up-to-date with the latest technology trends and best practices, recommending upgrades and improvements as needed.
8. Manage vendor relationships and procurement processes for IT equipment and services.
9. Develop and maintain documentation, including system configurations, user manuals, and troubleshooting guides.
10. Train and educate staff on IT policies, procedures, and best practices to promote a culture of security and compliance.