

# **JOB VACANCY FOR IT ASSISTANT**

An IT **assistant's duties** include configuring hardware and software, setting up peripherals such as printers or routers, repairing equipment, and providing daily support for computer network users. **Assistants** may work at a help desk and address regarding the computer network or communication systems.

## **IT Assistant job description:**

- Installing and configuring computer hardware, software, systems, networks, printers and scanners.
- Proficient in Microsoft Office, Windows XP, And Windows.
- Monitoring and maintaining computer systems and networks.
- Responding in a timely manner to service issues and Staff requests.
- Providing technical support across the Indus Earth Trust (IET) Head Office as well as Field.
- Setting up accounts for new users.
- Repairing and replacing equipment as necessary.
- Ensure security and privacy of networks and computer systems
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- Maintain records/logs of repairs and fixes and maintenance schedule
- Identify computer or network equipment shortages and report to the management.
- Excellent verbal and written communication skills.