

IT MANAGER

Job Description:

To manage the IT function on a day-to-day operational basis

Duties and Responsibilities:

- To ensure maximum availability of computer systems throughout the Company.
- Responsible for the provision of IT infrastructure services including desktop applications, Local and / or Wide area networks, IT security and telecommunications.
- Development and implementation of new systems.
- Working with senior management to create and manage project management tools.
- To manage the IT department and responsible for IT hardware, software and maintenance procurement.
- To develop and maintain a disaster recovery plan. To develop and control the IT security policy.
- To maintain and develop the company website.
- Provide a monthly written report to the Director on all aspects of the IT Department.

Skills / Attributes Required:

- Proven experience of managing an IT department.
- Experience in IT infrastructure planning and development.
- Strong team leading skills.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.

Experience:

2- 6 years of experience.

Qualification:

MCA /B.Tech