



IT SUPPORT OFFICER

We seeking to recruit suitable young, energetic and reliable **IT Support Officers** who will perform first level IT technical and administrative support of the Company's Computer Systems including Network and Communication systems. These positions report directly to IT/POS Manager. The suitable candidates should demonstrate honesty, resourcefulness and attention to detail and possess high standard of work ethic and be willing to go the extra yard when required. There are many opportunities in our constantly expanding business for hard working, dedicated employees who have a strong desire to achieve high standards of output.

Key Responsibilities

- Daily Checks of all IT Equipment
- Daily checks of backups and server logs
- Daily Check on Pronto ERP system
- First level support for all Helpdesk requests for assistance
- Record and log all support issues (hardware/software) and report to Help Desk
- Updating and Maintaining Asset records of all IT equipment
- Scheduled maintenance of Hardware/Software/Backups
- Installations of software, hardware
- Network Cabling & troubleshooting
- Perform other duties as directed by the Management

Required Knowledge, Skills and Abilities

- Demonstrates strong problem-solving skills and ability to think creatively.
- Detail oriented, with excellent organizational and planning skills.
- Demonstrates strong interpersonal and customer service skills.
- Manages time efficiently.
- Demonstrates ability to multi-task.
- Communicates clearly and effectively.
- Is result orientated and has a strong desire to drive continuous improvement.

Qualifications and Skills:

- Tertiary or Certificates/Diploma qualifications from a recognized institution
- Strong Analytical and troubleshooting skills.
- Must be detailed oriented.

- Must be physically fit.
- Able to complete allocated tasks on given deadlines.
- Excellent communication skills and presentation.

**Human Resources Manager
Tininga Limited
P. O. Box 587
Mount Hagen
Western Highlands Province**

Or email to: jobs@tininga.com.pg

ONLY SHORT LISTED APPLICANTS WILL BE INVITED FOR INTERVIEWS.