

JOB DESCRIPTION FORM

Job Title	IT Administrator
Location	Dubai
Grade	
Department / Section	IT
Contract Type	Permanent
Reference	UE4010

Job Core Functions:

Administer all the developments of IT systems and company's network

Main Duties

- Analyse, carry out and administer the development of internal and externally outsourced IT systems to comply with end users' needs for software applications.
- Assist in defining end users' needs.
- Develop and apply servers administration procedures
- Handle local and external network
- Handle all company's servers
- Execute and apply appropriate security measures
- Apply security standards for IT infrastructure

Key Results Area

Ensure a strong and reliable IT system and development support.

Internal and External Communication Channels

Internally needs to have a close working relationship with all functions.
Need for effective working relationship with IT suppliers

Relationships:

Report directly to the GM
Supervise none

Education

The candidate shall have a Bachelor Degree in IT or equivalent

Other Qualifications

- At least 2 years of relevant experience
 - Good command of English -Arabic
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Resources Required

Human:

Equipment: PC, professional software

Others:

Competences:

- Diversified knowledge in IT systems
- Strong knowledge of LAN/WAN
- Technical Skills required: SQL, Great Plain, web development, Crystal Report , programming experience
- Knowledge in ,CRM, Macros, MS exchange Server VOIP is an advantage
- Very sound interpersonal skills
- Good analytical and decision making skills
- Organisation and coordination skills
- Ability to work under pressure
- Knowledgeable in new IT technologies and updates

Extra Benefits

Disclaimer Clause

Other duties or special projects may be assigned to the job holder as deemed necessary by the work

Name & Signature

Incumbent

Operational Director

HR Director

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