



NAKHLAH
Educational House For Islamic Grooming

Job Title: IT Assistant

Roles and Responsibilities

- Responsible for Hardware and Software troubleshooting.
- Responsible for Installation of PCs and related hardware devices, approved software, operating system, etc. in their respective jurisdiction.
- Responsible for maintenance of all IT equipments.
- Responsible for updating of Computer inventory.
- Any other tasks assigned by the management.

Knowledge and Skills Requirement

- Proficient in Microsoft Office 2010/2016, Windows 7/10.
- Ability to troubleshoot common hardware/software issues.
- Ability to work to deadlines.
- Ability to work independently.
- Strong communication skills.
- Good organizational skills.
- Good interpersonal skills.
- Excellent written and spoken communication and interpersonal skills.
- Data entry skills.

Experience

At least 1 year of experience in a similar capacity.

Educational Qualification

Minimum Graduate