

# **WE'RE LOOKING FOR IT TECHNICAL STAFF**

**(Work base: Head Office, Cebu City)**

## **Job Responsibilities:**

- Provide and ensure end-to-end ICT support to various staff, departments and management levels across the organization and assist the IT IS manager on departmental and ad-hoc tasks.
- Administer and enhance IT systems health and performance. Diagnose and resolve hardware and software system issues.
- Ensure and maintain data security and protection and secure connections across entire ICT infrastructure.
- Provide proper assistance, guidance and training for staff ITC issues, use and upkeep of ICT tools and assets.
- Conduct system and process reviews, create and manage documentation and knowledge base for continuous improvement.

## **Qualification:**

- Bachelor's Degree in Computer Science/Engineering, Information Technology or equivalent;
- Experience required of minimum 2 years relevant business experience.
- Knowledge in hardware and software server administration, troubleshooting and repair, network and switching protocols (remote and on-premise), Network security devices, IT Business equipment, software development and virtualization.
- Fresh Graduates are welcome to apply as long as applicant has a relevant Part-time/OJT experience on the field of IT.

To apply: Send us your resume and a copy of your TOR through

E-mail: [vfhr.finance@gmail.com](mailto:vfhr.finance@gmail.com)

For inquiries, call: 09175167009 (Globe)

(Look for Ms. Marie Angie A. Clamonte)

