

## IT Assistant at Bridge Talent Management

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Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

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We are tech powered Employee Outsourcing firm that leverages the right tools bringing the right workforce to your business

### Job Purpose

Duties include configuring hardware and software, setting up peripherals such as printers or routers, repairing equipment, and providing daily support for computer and network users.

### Responsibilities

Provide oversight of general operations of the computers, printers, and software owned by the Hotel and perform predefined maintenance on hardware/software.

Ensure a high level of technical support for all users In Opera, POS, Sun system TA and Paymaster, Tally, and others as per user requirements.

Responding to all requests for assistance with local and network equipment and setting up new workstations when needed.

Training users on PCs, phones (landline and mobile), projectors, audio/visual equipment and hardware, software, and/or IT processes

Scheduling upgrades and security backups of hardware and software systems.

Ensuring the smooth running of all IT systems, MDM, Internet, Monitoring systems, SEQRITE anti-virus software, print services, and email Configuration.

Providing secure access to the LAN and WAN network for staff and guest users.

Ensuring the security of data from internal and external attacks.

Support and perform general maintenance of Onity door locks and Safes Boxes and CCTV system.

Manage Digital TV signal supplied to all Hotel Rooms.

Other duties as assigned by management from time to time.

## **Requirements**

Exceptional written and oral communication skills

Excellent word processing and IT skills, including knowledge of a range of software packages

The ability to work under pressure and tight deadlines

Good organizational and time management skills

The ability to research, digest, analyze, and present material clearly and concisely

Excellent interpersonal skills

The ability to work on your own initiative

Honesty and reliability

Attention to detail

Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines

Discretion and an understanding of confidentiality issues.

A diploma in IT is a must.

Must have 1 year of experience in IT support or have Undergone IT Training with Best Western Plus Meridian Hotel for a period not less than Three months and passed the Normal recruitment process.

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