

IT Support at Corporate Staffing

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Company: JobWebKenya

Location: Kenya

Category: computer-and-mathematical

Job Description

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Corporate Staffing Services is a leading recruitment agency in Kenya providing complete recruitment services. In the last ten years we have been partners to local and foreign businesses looking to hire Kenyan professionals. We have recruited for diverse clients in different sectors and industries.

Key Responsibilities

Monitoring and maintaining computer systems and networks.

Performing hardware and software installations, configurations, and updates

Troubleshooting and resolving issues with software or hardware.

Changing configurations, settings and permissions to fix computer issues.

Generating sign ins for new hires during the onboarding process, Setting up accounts for new users

Responding in a timely manner to service issues and requests

Repairing and replacing equipment as necessary.

Networking and Internet connection.

Manage IT inventory of Software and hardware.

Updating employees on the status of their service requests

Resolving IT support requests from employees, answering employee questions regarding computer systems

Key Qualifications

A minimum Bachelor's Degree in Computer Science with at least 3 to 4 years work experience in same capacity.

Knowledge of Microsoft (word, Excel, PowerPoint, Outlook & Teams), Proficiency in Windows/Linux/Mac OS

Experience in a helpdesk or technical IT support.

High-level knowledge of commonly used software, hardware and applications

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