



فلاي بغداد  
FlyBaghdad.net

Position	IT Specialist - HR/019/18
Department	HR – IT Section
Starting Date	ASAP
Location	Head office – Baghdad
Open date	31 July 2018
Close Date	15 Aug 2018

#### **Job Summary**

The accountant responsible for smooth cash supply and delivery, ensuring all financial records are kept according to Fly Baghdad standards in the processing of accounting operations.

#### **Duties and Responsibilities**

- Coordinate with user for resolving helpdesk requests such as adding users, active directory updating, e-mail account creation, General IT trouble shooting.
- Maintain log of equipment, users and operational activities and forward it to Assistant Manager I.T Infrastructure for review on timely basis.
- Installing, diagnosing, repairing, maintaining, and upgrading all hardware and equipment to ensure optimal workstation performance.
- Diagnose and quickly resolve a wide range of Windows applications and networking problems to help minimize downtime.
- Perform troubleshooting network connectivity in a LAN/WAN environment.
- Build and test new managed hardware devices.
- Setting up and configuring new laptops and desktops.
- Installing authorized software to laptops and desktops.
- Ensuring security and upgrades are applied to desktops and laptops and kept up to date.
- Maintained the list of all PCs and Laptops including licensing details and their expiry period.
- Conduct electrical safety checks on computer equipment.
- Undertake additional duties/projects as required by the Assistant Manager I.T Infrastructure.

#### **Qualifications and competences:**

- At least three (3) years' of experience as IT Support Executive in IT department of manufacturing organization.
- Knowledge of information system in manufacturing company.
- Knowledge of I.T equipment uses
- Communication skills.