



JUNIOR IT

Position / Title	JUNIOR IT
Commitment	Full Time
Degree	Bachelor degree, Masters is a plus
Major / Emphasis	Computer Science- IT

Years of Experience	0 to 2 years of relevant experience
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Skills

Languages English
Arabic
French is a plus

Other Skills:

- Familiar in front-end and back-end support.
- IT management skills.
- Customer support skills.
- Good communication skills.
- Good documentation skills.
- Good understanding of web applications work including security, session management, and best development practices.
- Self-motivated and self-discipline.
- Ability to work with minimum supervision.
- Able to diagnose hardware and software problems.
- Good knowledge of Search Engine Optimization (SEO) process.
- Solve networking issues.
- The job demands an extensive background in networking, server management, hardware, and software management.



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Responsibilities

- Provide frontline support to employees regarding office electronics.
- Prepare new machines by installing Windows OS, drivers and needed software.
- Configure network and add newly installed machines to the domain.
- Troubleshoot various kinds of hardware, software, e-mail, and server problems.
- Understand Active Directory.
- Prevent and handle security vulnerabilities.
- Stay updated on latest web technologies.
- Suggest new features to improve program navigation and operation.
- Provide support and maintenance to clients.
- Perform other work-related duties as assigned by supervisor.
- Report on a daily basis to the supervisor.

Country Lebanon

Working Days: Monday till Friday

Working Hours: 8:00-17:00 or 9:00-18:00 (expected to have shifts)