ICT Technician / Coordinator

LEEDS INTERNATIONAL SCHOOL

Based in Panadura with the ability to travel regularly to other Leeds branches (especially in Western Province).

Roles and Responsibilities

- Good knowledge in computer and software.
- Able to install, configure and ensure ongoing usability of system hardware and software.
- Troubleshoot hardware and software issues in person, remotely and via phone.
- Assist employees with issue and problems related to computers and answer their questions.
- Maintenance of workstations and peripherals.
- Handles social media marketing (Graphic design and video editing).
- Website and School system management.
- Travel and supervise IT lab maintenance of branches (Western province).

Requirements and qualifications

- At least a higher Diploma in it related field.
- Understanding of IT principles and an ability to communicate technical concepts effectively to a varied audience.
- Fluent English communication skills.

Preferred experience in

- Website development, PC repairs.
- Networking, Programming and System development.

E-mail your CV as a PDF to
leedsvacancies@gmail