

We are looking for energetic and dedicated individuals to join our **IT Department** to support company-wide system and infrastructure operations. Suitable candidates will be selected for the **IT Assistant** position based on qualifications, skills, and interview performance.

WE'RE *HIRING*

IT ASSISTANT

For Nawala-Head Office (Male Only)

KEY RESPONSIBILITIES

- Provide technical support to staff across head office, factories, and branches to resolve hardware/software issues efficiently. (On premises and remote)
- Maintain and troubleshoot PCs, printers, network devices.
- Provide assistance in installation/configuration with CCTV systems, PBX system, biometric attendance devices, and other security technologies.
- Assist with the setup and troubleshooting of LAN, WAN, and VPN connections.
- Configure user accounts, permissions, and support daily system operations.
- Prepare and deploy PCs and other devices for new requirements or office relocations.
- Maintain IT asset registers, consumable logs, and update inventory records.

QUALIFICATIONS & SKILLS

- Diploma / HND in IT, Computer Science, or related field.
- Minimum 01 year experience in networking and hardware management.
- Basic understanding of networking, Windows OS, Active Directory, and department related documentation tasks.
- Strong analytical, troubleshooting, and communication skills.
- Ability to work effectively under pressure and handle multiple tasks simultaneously.

An attractive remuneration package is on offer based on experience & individual skills

For those who are interested please apply with contact details of two non-related referees, along with your contact details and a passport sized photograph immediately to the **careers@elcardo.com**

HR Department

Elcardo Industries (Pvt) Ltd.

No:42, Narahenpita Road, Nawala. Tel: 071 307 3533

www.elcardo.com

"We thank all applicants but only those shortlisted will be informed of the outcome of their application"