

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](mailto:careers@elcardo.com)**

**HR Department**  
**Elcardo Industries (Pvt) Ltd.**  
**No:42, Narahenpita Road, Nawala. Tel: 071 307 3533**  
**[www.elcardo.com](http://www.elcardo.com)**

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