

Job Title: IT Manager
Department: Call Centre
Location: Ranchi, Harmu Road
Job Type: Full Time

Position Summary:

We are looking for a highly qualified IT Manager to lead and supervise our IT department. You will be responsible for ensuring the smooth functioning of the IT systems. Being in the managerial position, you will be developing and implementing strategies/policies for better management of information systems.

You will be overseeing daily operations and providing necessary support to the technical staff. Furthermore, you will be discussing project timelines and budget requirements with Senior Management.

Candidate must be professional and a personable leader committed to the overall objective and self-development within the company.

Responsibilities:

The following is a list of the major responsibilities of the IT Manager:

- Conducting computer system and data security checks.
- Developing strategies, policies, and procedures for the effective functioning of IT systems.
- Analysing computer networks and performing regular audits.
- Preparing regular IT performance reports.
- Managing the allocation of resources and IT budget.
- Reviewing and performing upgrades and new installations.
- Identifying and troubleshooting hardware/software issues.
- Communicating with computer programmers for data backups.
- Testing new IT software and systems.
- Developing disaster management procedures and reviewing technological risks.

Qualifications:

To be considered for this position you will possess the following skills, attributes, and abilities:

- Must be BCA/Cisco Certified.
- Minimum 2 Years' experience as an IT Manager on any other or similar type of projects.
- Experience in network administration role, organizing, installing, supporting computer system, including local area network (LANS), wide area networks (WANs) network segments, interns & other data communication system.