



Recruitment Request Form

Job Title **IT Administrator**

Section	IT Section	No of Vacancies	1
Department	IT Department	Date required	asap
Company	Saudi Archirodon	Reporting to	Regional Manager / IT Department Manager
Location	Saudi Arabia	Supervising	Network Administrator

Brief Description of Job:

The I.T. Administrator is responsible to:

- Install the necessary hardware and software to set up a computer network, and customize it to meet the needs of the company.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations.
- Plan, coordinate, and implement network security measures in order to protect data, software, and hardware.
- Operate master consoles in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
- Perform routine network startup and shutdown procedures, and maintain control records.
- Design, configure, and test computer hardware, networking software and operating system software.
- Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes.
- Confer with network users about how to solve existing system problems.
- Monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future
- Perform data backups and disaster recovery operations.

Main Specification:

- At least 8 years of relevant working experience, with a minimum of 3 years in a managerial level.
- Strong background in computer sciences.
- Good knowledge of networking operating systems such Microsoft, Novell etc.
- Previous business development or client relationship management experience will be an advantage.
- Be able to schedule, organize and co-ordinate, in all levels at work.
- Able to meet deadlines.
- Ability to set up, administer, diagnose and solve the problems.



Qualifications:

- Bachelor's Degree in relevant field from a reputable University.
- MBA or Post Graduate degree is desirable but not essential.

Languages	Fluent in English
Physical Requirements	Adequate capability.
Characteristics	<ul style="list-style-type: none">- Good written and verbal communication, listening, and strong reporting and presentation skills.- Ability to work effectively and add value as a team member.- Able to work under pressure.- Good organizational and logical thinking skills.- Strong problem solving skills: ability to assess a problem and determine an effective course of action.- Because computer technology changes rapidly, administrators must constantly upgrade their knowledge.

Normal Construction Hours: 10 hrs a day, 6 days a week

Salary	Excellent Competitive Salary
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Others Benefits	Accommodation, Food, Medical Care, AirTickets to Home Residence
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Requested By :
Name & Title :
Date :

Approved :
Name & Title :
Date :