Myanmar Koei International is looking for an **Information Technology Technical Manager** to join our Administration Team. The ideal candidate will be responsible for the overall management of IT-related operations.

Job Title: Technical Manager (IT)

General Responsibilities:

- Maintain the company's IT network, servers, and security systems.
- Investigate and diagnose network issues.
- Troubleshoot and resolve hardware, connection, printer, and software issues reported to the Service Desk.
- Collect IT usage statistics.
- Address and resolve all hardware and software problems.
- Escalate requests to the appropriate parties as needed, and replace or repair defective parts and equipment.
- Provide recommendations for improving the organization's IT systems.
- Recommend, configure, and install IT solutions.
- Set up new users and manage IT security, passwords, and backups.
- Monitor the office internet status.
- Configure and manage the company's email system.
- Oversee the company's overall IT infrastructure.
- Coordinate with external suppliers/providers on IT-related matters, such as website development, website/email server hosting, and IT infrastructure.

Skills and Knowledge:

- Bachelor's degree in IT or a minimum of 4 years of experience in an IT-related field.
- Proficiency in English, with strong communication skills in both written and verbal formats.
- Managerial experience in overseeing IT staff.
- Excellent knowledge of MS Office (Word, Excel, and PowerPoint).
- Strong time management skills.
- Ability to work effectively as a team player.

Application Deadline: November 12, 2024
Joining Date: As soon as possible

Please send your application and updated CV to recruitment@myanmar-koei.com.