

System Coordinator

Date posted
March 19, 2025

Description

Tasma International Travels (pvt) Ltd.

WE'RE HIRING

SYSTEM COORDINATOR

Are you passionate about IT and eager to kickstart your career ?

RESPONSIBILITIES:

- Provide technical support and troubleshooting for hardware and software issues
- Assist in the installation, configuration, and maintenance of IT systems
- Manage and update IT inventory and documentation
- Support network and server administration tasks
- Ensure data security and backup procedures are followed
- Assist staff on IT systems and best practices
- Assist / Coordinate and manage internal systems

QUALIFICATIONS :

- Diploma or Higher National Diploma in Information Technology, Computer Science, or a related field (or currently pursuing)
- Strong problem-solving and communication skills
- Proficiency in Windows and Mac OS environments
- Eagerness to learn and adapt to new technologies
- Ability to work independently and as part of a team
- Close proximity to the Biyagama area

An attractive remuneration scheme will be offered for the selected candidate.

Send your resume:

-  dhananjaya@tasmagroup.com
-  anusha@ms.tasmagroup.com