JOB DESCRIPTION

JOB DETAIL

Job Summary:

Manager, Information Technology will be responsible for managing all the computer networks as well as managing telecommunications systems, and enhancing existing software while also designing and developing new software.

Job Duties:

- Recommend information technology strategies, policies, and procedures in alignment with BCC's strategic plans.
- Ensure all data, information, files, and documents are safe and secure.
- Coordinate with Internet service providers to ensure internet services are available and properly working.
- Administer the office server and LAN equipment, and occasionally update software and configurations, systems, and databases.
- Ensure network utility procedure is in place as well as all security features, configure network printer and provide user access.
- Provide training on using office intranet, network troubleshooting and archiving official documents and providing user restrictions or access rights.
- Troubleshoot and monitor network issues that may arise as well as monitor usage and performance and network security access.
- Administer security issues; Detect, remove, and prevent virus infiltration for all systems and provide antivirus protection and recommend required software for BCC offices.
- Maintain guidelines of the processes, procedures and troubleshooting including tracking service requests.
- Test and verify newly purchased IT equipment against quotations received and confirm equipment are as per the quotation.
- Perform site visits as necessary to all BCC offices and project sites to administer the status of IT equipment and machines and fix any issues.

- Install network elements such as desktop and laptop computers, PDAs, smartphones, GPS-based vehicle monitoring units, and other electronic interfaces used to access the network. This includes creating user accounts and granting access to programs or software based on security clearance.

Software application development

- Develop enhancements to existing software as well as design and develop new software.
- Testing and deploying programs and applications.
- Troubleshooting, debugging, maintaining, and improving existing software.
- Developing technical documentation to guide future software development projects.
- Deliver developed and tested software applications within the given deadlines.
- Collaborate with team members to determine best practices and client requirements for software.
- Develop software that meets and exceeds the needs of the company.
- Professionally maintain all software and create updates regularly to address customer and company concerns.
- Analyze and test programs and products before formal launch.
- Troubleshoot coding problems quickly and efficiently to ensure a productive workplace.
- Ensure software security by developing programs to actively monitor the sharing of private information.
- Actively seek ways to improve business software processes and interactions.
- Analyze information to recommend and plan the installation of new systems or modifications of an existing system.
- Observing user feedback to recommend improvements to existing software products.

Website development

- Responsible for designing, coding, and modifying websites, from layout to function and according to BCC specifications.
- Build and optimize a secure web page for BCC and its various projects.
- Provide continued support for the websites developed.
- Maintain communication with related parties concerning direction of the websites.

Additional Responsibilities:

- Perform other work-related duties assigned by the Business Center Corporation.