

Job Description

Job Summary:

The Information Technology Senior Officer will be responsible for managing all the computer networks as well as managing telecommunications systems and other electronic support systems related to the company operations. The roles and responsibilities include the following:

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 a guideline 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's 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.
- Testing and deploying programs and applications

- Maintain all software and create updates regularly to address customer and company concerns
- Maintain and update BCC and its products website as required

Additional Responsibilities:

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