



## IT Specialist

### **Job summary**

We are a growing company seeking a diligent IT specialist to take care of all our IT needs. You will be responsible for installing or upgrading components, setting up software, assisting with network administration, and resolving all IT support issues.

To be successful as an IT specialist, you should have an in-depth knowledge of various computer hardware and software technologies. Top candidates will also have an amiable personality and an aptitude for customer service.

### **Responsibilities:**

- Manage and configure computer network and IT infrastructure (Network, server, database, cloud *etc.*) to support and the day-to-day operations
- Establish and implement the best IT practices to ensure information security and data protection such as security policies, access control, vulnerability scan, penetration test *etc.* with proper documentation to ensure high level of information security and cybersecurity compliance
- Manage software, updates, system patches and hardware components and implement security measures. Regularly evaluate the potential

risks to ensure IT systems (data storage, devices, Network) are safe and secure

- Provide technical support and resolve IT problems that the coworkers have with their IT systems, software or hardware
- Educating coworkers about network security and best practices for computer usage
- Other ad-hoc duties as assigned

**Requirements:**

- Diploma or Degree in computer science/IT/software engineering or a related field
- Min 3 years working experience in the similar positions. Professional certification (e.g. CCNS, CISSP, MCSE) will be a plus
- In-depth knowledge/experience on Windows OS, cybersecurity, Network management, or cutting-edge IT technology (AI/ML, cloud, cyber security etc.) would be an advantage
- Good communication ability, both written and verbal.
- Strong analytical, diagnostic, and problem-solving skills.
- Personable, professional demeanour, independent with minimum supervision

*Send your applications to [hr@histoindex.com](mailto:hr@histoindex.com)*