



## Example of Assistant IT Manager Job Description

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Our company is growing rapidly and is looking to fill the role of assistant IT manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for assistant IT manager

- Raise issues to CDC L'Oreal in case of issues not solved locally
- Coordinate with CDC and ensure the resolution of issues in Time
- Support users/key users for all interfaces existing with system
- Requirement gathering from Business users and providing feasible solution
- Document requirements from Business Users
- Ensure additional Access rights requested by users after validating
- Ensure System configuration required for any valid business requirement
- Ensure ABAP changes necessary for any valid business requirement
- Performs Unit Tests and ensure Integration Tests from key users / users and Implement Changes in system
- Proactive planning / involvement in deployment functionalities

### Qualifications for assistant IT manager

- Lay down application change management methodology and ensure comply with the same
- Responsible for Testing and giving technical support to internal customer
- Guide Key users/users in case they are not aware of the concerned person from system side
- Execute, implement, review, and improves standards, procedures and templates according to PM best practices and adidas guidelines
- Takes ownership for local and global Infrastructure projects
- Ensures the solution implemented complies with defined standards, agreed

