



## Example of Assistant IT Manager Job Description

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Our innovative and growing company is looking for an assistant IT manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for assistant IT manager

- Assist with the management and direction of assigned staff to ensure completion of regulatory compliance and operational IT audits within departmental and professional standards in established timeframes
- Establish risk based audit work programs to effectively evaluate and assess operations, based on best practices, regulatory requirements, and the operating environment
- Observe and examine transactions, documents, records, reports, and procedures sufficient to assess the control environment and provide a basis for the audit observations
- Lead, participate in, and monitor work assignments to ensure timely completion of project
- Assist with training, development, and evaluation of staff members in internal audit techniques, organizational issues, and departmental procedures and protocols
- Assist with staff scheduling of assignments based on skill levels needed for specific audits/projects
- Perform follow-up procedures to assess that agreed upon action plans have been implemented by management
- Maintain excellent management client relations while timely communicating issues, concerns, and recommendations to management clients
- Demonstrate teamwork by responsively cooperating with internal audit management and engagement team members in promptly communicating

constructive feedback, and accepting additional assignments when appropriate

- Participate in departmental initiatives and projects under the direction of the Vice President, Executive Director, and Senior Manager to develop a world-class internal audit function

### **Qualifications for assistant IT manager**

- Provide IT support in any seminar/workshop inside/outside the academy
- Provide training to team on networks infrastructure
- Preparation of Network Diagrams
- Maintenance and Troubleshooting of ISDN, DSL, Leased Lines, Maintenance and Installation of Firewall
- Provide network access to all faculty / designated staff
- Load Balancing on Networks