Our innovative and growing company is looking for an IT assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for IT assistant

- Process and record IT invoices
- Back-up the EA for the senior vice president of IT as needed
- Undertake such other comparable duties as the client requires from time to time
- To prepare various reports on a regular basis and as & when is required by the management
- Capture and Maintain Daily Reports after COB defined in the COB Process
- To download and share ALM and GFMS reports obtained daily from HQ to branch users
- To print daily COB reports on - Forex, Positions, Overdraft/Excess and Referral Reports for both Conventional and Islamic and deliver to designated branch users
- To submit monthly T24 Protocol and Transaction reports to HQ users
- Configure MS Outlook
- Reimage computers

Qualifications for IT assistant

- At least 3 years experience in Experience in Information Technology and Project Management
- Candidates should have a minimum of 2-3 years of Executive Assistant experience
- Must be very strong in problem solving & project management

- Energetic, flexible, proactive and takes initiative
- Good interpersonal and oral/written communication skills