



# Example of IT Assistant Job Description

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Our company is hiring for an IT assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for IT assistant

- May have direct reports (hotel IT Specialist / Technicians and 3rd party On-site support)
- Provide administrative support to three members of the IT senior leadership team including calendar management, meeting set-up, travel arrangements (domestic and international), preparing meeting agendas, determining and shifting priorities, resolving scheduling conflicts, reserving conference rooms, assistance with scheduling meetings
- Purchasing –monitoring all purchasing activities for IT local and international equipment
- Inventory & Warranty Management-managing large quantities of warranties related to IT equipment and working with vendors to complete the process of purchasing
- Manages expenses - maintains department budget, handles expense reports including tracking actual spending vs
- Plans and coordinates statewide information technology initiatives in collaboration with local, state and federal agencies and private sector partners
- Ensures that user and client business needs are identified and addressed and that systems comply with or exceed those needs
- Provides strategic guidance, input and direction to other business units in the development of department-wide policies and procedures for information technology application related issues
- Researches new applications processes, solution, technologies and standards to implement and exceed department objectives and goals

## Qualifications for IT assistant

- PowerPoint is particularly important for strategic decks and presentations
- Ability to obtain the Certified Information Systems Auditor (CISA) or similar professional certification
- General understanding of standards and regulations (SOX, COBIT)
- Manage the bank's system configuration inclusive of setting up servers, networks, telephone, system peripheral, IP address, wherever applicable
- Hotel or Hospitality Management education or Bachelor's degree level or equivalent
- Awareness of global hospitality technology trends