Straits

IT Assistant Required

Part Time position (20 hours per week) available to assist IT Manager

Flexible Hours. Will be required to be available during absences of IT Manager.

Potential for position to grow as company does.

Duties Include:

Set-up of Multimedia projector for presentations

Set-up, monitor and mange of Video Conferencing Unit

Assisting Staff with:

- Image scanning
- Digital Photography
- CD Creation
- Microsoft Office Applications

Maintain Databases for:

- IT Hardware Assets
- IT Software Assets

Regular auditing and recording of all network hardware and appliances

Change printer consumables

Regular cleaning out of system hard drives to improve speed and performance.

Change back up tapes and verify integrity

Unlocking of user accounts

Password maintenance for forgotten passwords

Setup and maintenance of all user accounts

Regular auditing and recording of all software installed on network clients and servers

Removal and cleaning up of personnel folders on user drive for users that have left

Monitoring and management of the eMail and Web Content Filtering Systems

Please contact Straits on 9480 0500 or via email recruitment@straits.com.au for further details or to submit resumes.