

P&O Ports managed by P&O Maritime is a company with a 200 year history in shipping and ports. We specialize in managing small multi-purpose ports including container, bulk and general cargo terminals.

ABOUT THE ROLE:

This is a tactical role reporting to Head of Operations in Head Office & reporting to IT Manager in Australia. The purpose of the IT Administrator is to provide network infrastructure & all other IT Support to P&O Port Head Office including overseas projects, P&OM Head Office & P&OM operation offices which includes but not limited to: Analysis of IT Demand / Business Process Modelling / IT Solutions acceptance and quality check

Business Process related Change Management and operational readiness / IT requirement management

IT Inventory, Laptop/Mobiles etc. / Printer access / Vendor Management

An IT Administrator will be required to identify cost effective approaches for providing the required business solution.

KEY ACCOUNTABILITIES:

- Manage IT Request support coordinating with applications at Port Terminal and in Head Office
- IT infrastructure & Network Setups for POP & P&OM
- Manage Active Directory, Creating new user and setting up Email Account
- Configuration & installation of Laptop, Printer, WIFI Setup
- Handling Telecom issues, CISCO phones & Blackberry Support
- Assisting IT Manager in business requirement management and contribute in the selection of appropriate IT Solutions for the benefit of the business (Tangible & Non-Tangible)
- Assist in business process modelling and identifying synergies in the processes performed across the Business Unit
- Assist in designing, developing and maintaining the appropriate IT solutions and infrastructure to meet company needs
- Provide first level support to end user & technical infrastructural support
- Perform OS administration (VMS, Unix, Linux, NT, Windows XP, Windows 2000)
- Liaise with Hardware & Software vendors for IT requirements
- Keeping a track of patches and upgrades
- Third party or custom administration including user administration
- Assist in the identification of new business opportunities, efficiency improvement and business process re-engineering through the use of IT thereby improving productivity and contribute towards the bottom line
- Liaise directly with Telecom service providers for any new subscriptions or connection issues
- Liaise directly with internal IT team for resolving technical issues

QUALIFICATIONS AND SKILL SET

B.Tech in Computer Science Engineering (4 years Bachelor Degree) / Profession Certification / Experience in User or Technical support, PC administration, MS Exchange and other MS Office products / strong IT, administrative and computer skills / ability to deal with highly confidential matter / strong time management skills / stress tolerant / good communication skills

** Preferred Candidate must be residing in UAE & should have a valid UAE driving License**

Website: www.poports.com/careers

Applications to be submitted to: recruitment@poports.com