

IT ADMINISTRATOR

Optimi is looking for an individual with fantastic interpersonal and communication skills to join the IT team. This individual must have experience in project management and client engagement in the IT field.

Requirements:

- Grade 12 or equivalent
- 2-5 years' experience in IT
- Must be computer literate (Windows, Linux and MS Office)
- MS Server 2008 - 2019, Active Directory, Exchange, Office 365, AWS and Moodle exposure is advantageous
- Must be fluent in English
- Must be able to prioritize and meet deadlines
- Must pay attention to detail
- Own Transport (beneficial)

Duties:

- Maintain and manage the asset register for all equipment
- Manage all IT server administration
- Order, update and maintain the printer's operation
- Initiate and complete various projects using Optimi project frameworks
- Manage the repairs as well as maintain networks and systems
- Provide IT support and advice where required
- Install and update software applications
- Other Ad hoc duties

The position is based in Durbanville, Cape Town.

Please note that preference will be given to candidates with the required experience.

Kindly send your CV stating the job title in the subject line to [**recruitment@optimi.co.za**](mailto:recruitment@optimi.co.za)

Should you not receive a call from us in 14 days, please consider your application unsuccessful.