EASTERN PRODUCE KENYA LIMITED is looking for an experienced, hardworking and pro-active individual to fill the following position.

POSITION: SYSTEMS ADMINISTRATOR

REFERENCE: EPK-NBO-17/07/2024/01

The candidate will be based at our **NAIROBI OFFICE**. His or her main role will be to carry out maintenance of IT systems and user support on a day to day basis in an efficient, professional and effective manner.

MAIN TASKS

- Install new hardware and strip replaced hardware of any software and Company data
- Load the required software on new hardware and assign new hardware to the users
- Monitor computer logs, investigate alerts, respond to potential downtime alerts
- Service, maintain, repair and upgrade hardware
- Install, configure and maintain the Operating system – Windows servers, work stations, data base, mail server, remote users' application, security software
- Install, configure and maintain the Applications system – iScala ERP system, Harvest IT, Easyway, Weighbridge, Outgrowers, WCA, Microsoft Office.
- Install, configure and maintain the Hardware – firewalls, routers, WiFi
- Assist with the evaluation of user requirements and determining best solutions.
- Provide IT system access rights and the required support to approved users and maintain a proper log/record
- Conduct the induction of new approved users – IT policy
- Perform data back-ups, following disaster recovery procedures
- Updates anti-virus software, service packs and Windows software patches
- Assist with the designing and installing of an appropriate network solution per site/office liaising with WAN service providers to ensure high availability
- Compile the IT Reports - Support log, Back up register and report on incidents of technical faults or system failure
- Liaise with third party providers/suppliers to ensure satisfactory service
- Update licenses and ensure valid software is in use
- Provide technical support on non-IT queries, e.g. PBX, power supply, photocopiers

SPECIFICATIONS AND EXPERIENCE

- A Degree in Information Technology/Computer Science or equivalent.
- Minimum 3 years' experience in a similar position in IT related field and relevant applications
- Excellent communication skills both verbal and written
- Good interpersonal skills
- Good administrator – assertive, deadline driven, can multi-task and produce quality work

If you meet the above requirements, please send your Cover letter, CV and copies of your certificates to the to the attention of the **HR & Administration Manager** through the email address below indicating the position and reference above in the email subject by **4 pm** on **1st August 2024.**

Recruitment@easternproduce.co.ke

Please note that only shortlisted candidates will be contacted