HBC	JOB DESCRIPTION	Effective Date: 14 January 2026	
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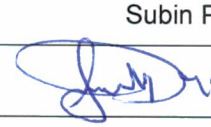
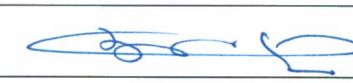
JOB TITLE	IT Administrator
DEPARTMENT	IT Department
REPORTS TO	Director – Finance & Corporate Services

QUALIFICATION

- Certification in Electronics & Communications Engineering
- Diploma in Hardware & Networking
- Microsoft Certified System Engineer (MCSE)
- Microsoft Certified Data Base Administration (MCDBA)
- Cisco Certified Network Associates

KEY RESPONSIBILITIES

- Primary duty is to manage the Windows environment, including Active Directory, Exchange, and backup of file server and including virtual servers.
- Maintained Windows server environment, including Windows 2012, Windows 2008, Windows Server 2003.
- Administration of OPTICON ERP software for construction companies.
- Administration of cloud-based exchange server with user mailbox creation and managing users.
- Brought all servers to the latest security patching and maintenance of Windows Update Server Service (WSUS).
- Ensure reports and planned activities are implemented as per schedule.
- Provide suggestions to management for the purchase of computer hardware and accessories.
- Negotiate with computer vendors for various types of hardware and software requirements.
- Account maintenance of vendors and coordination with vendors for their outstanding payments.
- Monitor all CCTV and attendance machine activities.
- Upgrade and update of ESET enterprise edition Anti-Virus software on network and desktops. When viruses are detected, a thorough investigation is carried out to prevent re-occurrence.
- Site offices IT support and maintenance.

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	Subin P G	Muhammad Zafar Iqbal
Signature		
Date	14 January 2026	14 January 2026