

# We are Hiring - IT Administrator

## IT Administrator

We are seeking for an IT Administrator to manage our company's computer infrastructure & supervise our IT Department



### Responsibilities:

- Administering & managing the whole computer infrastructure of our company
- Supervising and monitoring IT Department employees & providing IT Support to staff
- Monitoring & maintaining Networks & Server
- Maintaining the University Portal, creating student user accounts
- Documenting process
- Expertism in the field of Graphic Designing & Digital media (FB, Insta & Others)
- Fluency in English & other local languages

### Minimum Qualifications

- Bachelor's degree in Computing/ Computer Science/ Information Technology/ Information System or equivalent (Recognised by UGC)
- Proficiency in Adobe Illustrator, Photoshop, Premiere Pro, After Effects & other Adobe Suite Package
- Below 40 Years
- Able to work under pressure
- Team oriented member
- Able to work Saturdays & Sundays

Send your detailed CV to [careers@metropolitancollege.lk](mailto:careers@metropolitancollege.lk)

with the subject area in the subject line of your e-mail.

**Remuneration and benefits will be commensurate with qualifications & experience**



## METROPOLITAN COLLEGE

*your success... our achievement...*

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**HOTLINE**

**0777 592 966**

**0112 712 700**