Position: IT Executive
Location: Sector-7, Noida, Uttar Pradesh
Experience: 1 to 2 years
Remuneration: ₹20,000 - ₹25,000 per month

Job Summary: The IT Executive will be responsible for providing technical support and maintaining the organization's IT infrastructure. The role involves troubleshooting, installing, and supporting software and hardware, managing the network, and ensuring the security of the organization's systems. The IT Executive will assist with data management tasks, including database maintenance, report generation, and troubleshooting IT-related issues across various departments.

Key Responsibilities:

IT Support & Maintenance:

- Provide technical support for software and hardware-related issues, assisting employees in troubleshooting and resolving problems.
- Install, configure, and maintain desktop computers, laptops, printers, and other peripherals.
- Ensure that all hardware and software are up-to-date and properly maintained.

Network & Connectivity Management:

- Assist in managing and maintaining the organization's LAN and internet connectivity.
- Troubleshoot and resolve basic network-related issues.
- Ensure the seamless operation of internet and intranet connectivity within the organization.

Data Management & Security:

- Assist in the regular backup of critical data and ensure the integrity and security of the organization's data.
- Implement and monitor basic security systems, including antivirus and firewall protocols.
- Maintain and update records for IT hardware and software inventory.

Software Installation & Management:

- Assist with software installations, updates, and licensing management across all systems.
- Ensure proper functioning of operating systems and software applications used by employees.

System & Data Analysis:

- Assist in generating routine data reports for analysis, tracking performance metrics, and supporting data-driven decision-making.
- Provide data entry and maintain spreadsheets and databases.

User Support & Training:

- Provide basic training to staff on using IT systems and software.
- Support the team in resolving technical issues and providing solutions in a timely manner.

Documentation:

- Maintain records of technical issues, solutions, and IT activities.
- Document procedures for troubleshooting, software installation, and system updates.

Other Job Responsibilities:

- Perform additional duties as required by the manager.
- Assist with IT-related projects and tasks as needed.

Qualifications and Experience:

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- 1-2 years of experience in IT support or a similar role.
- Strong knowledge of computer hardware and software installation.
- Basic understanding of networking concepts and protocols (LAN, Wi-Fi, etc.).
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint).
- Experience with antivirus software and basic system security protocols.
- Basic understanding of database management and data backup solutions.

Skills and Competencies:

- Good problem-solving skills and ability to troubleshoot hardware and software issues.
- Strong communication skills and ability to work effectively in a team.
- Detail-oriented with an ability to manage multiple tasks and deadlines.
- Ability to adapt to new technologies and quick learning ability.
- Strong interpersonal skills with a willingness to assist others.
- Willingness to travel occasionally to project locations if required.

Essentials:
Smartphone and Laptop required for this position. Ability to work a flexible schedule.

How to Apply:

Interested candidates who meet the qualifications are invited to submit their resume along with a photo detailing their relevant experience through the following link: [Apply Here](#).

We thank all applicants for their interest in AROH Foundation, but only those selected for an interview will be contacted.