

Qualifications:

1. Min SMA/SMK/DIII/Bachelor degree on Information Technology related field
2. Experienced as IT technician & support (hardware, software, and network)
3. Has ability to install, manage, and maintain computer and its supported equipment.
4. Understand Ms. Windows and Mac OS environment
5. Able to operate Ms. Office application (Word, Excel, etc)
6. Good command of English both spoken & written
7. Honest, creative, independent, mature
8. Able to work in team
9. Able to work off office hours if needed
10. Fresh graduated is welcome

Duties and Responsibilities:

1. Report to IT Assistant
2. Under the direction of the IT Supervisor or IT Assistant, is responsible for all aspect of the IT Technical support ensuring the smooth operation of school
3. Provides IT technical support including but not limited to:
 - Administration & manage school laptops for students and teachers
 - Installation & testing of IT equipment
 - Regularly check & verify functionality of IT equipment
 - Troubleshoot hardware, software, and networking problems in person, remotely, and via telephone

Benefits:

- Basic Salary
- Transport Allowance
- Snack & Lunch
- Accident Insurance
- BPJS TK
- BPJS Health allowance
- BPJS Pension

Send your CV, reference and necessary documents to hrd at: hr@dyatmika.org no later than, February 11th, 2019.

Short-listed candidates will be invited for an interview.