

Employment Opportunity

30/05/2022

Position Title: ICT System Support

Start Date: As soon as possible

Requirements

- Perform ICT operation support which includes software, hardware (desktops, laptops, iPads, mobile phones, projectors, printers, etc), and peripherals installation, support & maintenance.
- Mobile device management (MDM)
- Maintain ICT equipment/systems to ensure high performance and functionality in ICT operation.
- Run a helpdesk and perform as a liaison staff to communicate, support, and advise in both verbal and writing forms as necessary.
- Develop and maintain ICT Knowledge Base, including How-To and Tutorial document/video, on a regular basis
- Keep an updated inventory of all borrowing computer and technology equipment
- Handle ad-hoc ICT projects/tasks.
- Prepare equipment to support special events i.e. assembly, meetings, etc.

Qualifications

- Good communication and interpersonal skills
- Ability to communicate in English at a working knowledge level
- Experience in Google Workspace for Education and Mac OS environments
- Experience in developing Google Site and web design

Additional Requirements

- Experienced in Apple Devices: Apple TV, iMac, Macbook, iPad, etc are preferred
- Experienced in Clients: Windows, MacOS, iOS, and ChromeOS are preferred

Contact Information

If interested please email CV and photo to recruitment@kis.ac.th.

Positions will be removed when filled.

As an International CIS accredited IB world school we have aligned ourselves with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.