Job description: IT Executive

Software functions:

- Website maintenance (Wordpress), hosting, update, uploading content etc.
  (https://circ.in/, https://elearn.circ.in/, http://compip.circ.in/, http://comp.circ.in/ and https://www.digi-literacy.circ.in/) etc.

- Manage hosting and email servers, payment gateway and database (salesforce)
  Create and maintain email IDs. (G Suite, Google Workplace)

- Maintain and create Non-profit subscriptions (i.e. Bigtech. Nasscom Foundation, Microsoft office 365, Azure and other hosting services).

- Graphic: Create and design newsletters, web page layouts, magazine ads, visiting-cards, emailers, banners, invitations, flyers, brochures and others.

Hardware Networking:

- Diagnose hardware and software problems, and purchase and replace defective components.
- Perform data backups and disaster recovery operations.
- Maintain and administer computer networks, biometric attendance system and internet, including computer hardware, systems software, applications software (cloud), and all configurations.
- Operate master consoles in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
- Analyze IT equipment in order to determine the need for repair or replacement.

Current position-Webmaster/IT officer
Education-MCA/M.sc./B.Tech/B.E.(CS)
Employment Type-Full Time, Permanent
Location: New Delhi, India

Should you have any questions/queries, please write to hr@circ.in or reach us at +91-11-40197995