



## URGENTLY REQUIRED!

### RECENT GRADUATES FROM QUALIFYING INSTITUTIONS HAVING COMPLETED AN ACADEMIC PROGRAM

#### Bachelor of Science degree in Information Technology:

Be employed within the Information Technology field to assist all our business activities under the IT and Mapping operations department and other ad-hoc responsibilities.

#### JOB SUMMARY

Responsible for monitoring and maintain the computer systems and networks of an organisation. Install and configure computer systems, diagnose hardware and software faults and solve technical and applications problems, either over the phone or in person.

#### REQUIREMENTS

- Bachelor of Science degree in **Information Technology**
- Have job experienced or direct instruction on different software (e.g. Photoshop, Microsoft Office, etc.)
- Fresh graduates are welcome to apply.
- Excellent written and verbal communication skills in English. Confidence in public speaking/ presentation skills are required.
- Skill in communicating effectively with peers and customers.

#### DESIRED EXPERIENCE:

- Experience in writing technical user documentation or technical developer documentation, PowerPoint presentation, Photoshop.
- Knowledge in web development, computer programming, and basic networking.
- Coordinates the development of the documentation (including manuals, brochures, advertising, etc.) needed internationally for the success of the product.
- Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
- Completes projects by coordinating resources and timetables with user departments and data center.
- Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed. Skill in researching and analyzing hardcopy and electronic documents from varied sources to support and verify validity of requested actions.
- Ability to operate a computer workstation on a large network.
- Ability to complete all work requirements in an organized manner following standard office work flow procedures for documentation and tracking.

#### REQUIRED DOCUMENTS AND CONTACT DETAILS

If you are interested kindly submit your updated CV with attached photo and send it to:  
[sha2515@yahoo.com](mailto:sha2515@yahoo.com) | [hr@aeromapss.com](mailto:hr@aeromapss.com) | [info@aeromapss.com](mailto:info@aeromapss.com)

#### AEROMAP TECHNOILOGY SYSTEMS

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