

## **System & Network administrator- Hallab 1881**

*Hallab 1881 is a pioneer in the world of Lebanese sweets since 1881, with 142 years of experience and 18 branches*

Major: degree in Computer Science, Computer Engineering, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Keep computer systems running smoothly and ensure users get the maximum benefit from them
- Install and configure computer hardware operating systems and applications
- Monitor and maintain computer systems and networks
- Provide support in a face-to-face capacity, over the phone or via remote desktop software, helping staff or clients set up systems or resolve issues troubleshoot system and network problems, diagnosing and solving hardware or software faults replace parts as required
- Follow diagrams and written instructions to repair a fault or set up a system
- Support the rollout of new applications
- Set up new users' accounts and profiles and deal with password issues
- Respond within agreed time limits to call-outs work continuously on a task until completion (or referral to third parties, if appropriate) prioritize and manage many open cases at one time
- Test and evaluate new technology
- Conduct electrical safety checks on computer equipment

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb),  
Ext. 7801; 7802