



IT Support Officer.

JOB DESCRIPTION:

1. Perform toner replacement and routine printer maintenance to ensure uninterrupted printing operations.
2. Cabling & Cable Management.
3. Manage and maintain accurate IT equipment inventory records.
4. Office activation for users on firewalls.
5. Diagnose and resolve basic hardware and software issues on desktops and laptops.
6. Set up and configure new computers in accordance with company standards.
7. Troubleshoot and resolve IP telephony issues.
8. Assist with installation and configuration of new IT equipment as requested by the IT Administrator.
9. Investigate and resolve malfunctions in network hardware, software applications, and related systems to restore normal operations.
10. Provide on-site and remote IT support, training, and guidance to users across all company branches.

COMPETENCIES

- Communication skills
- Problem-solving skills
- Multi-tasking, prioritizing and time management skills.
- Team player

QUALIFICATIONS

- Education Background; B.sc Computer Science or related fields
- Years Of Experience; - Minimum of 3-5 years of experiences.
- IT Knowledge;- Microsoft 365, Internet skills.
- Working Knowledge of Computer Hard & Software, Cabling and Set up, Firewall & Networking.
- Relevant certifications (CompTIA A+, Microsoft, ITIL) are an added advantage
- The IT Support Officer will be required to make visits to Abuja and PH.

If you're ready and qualified to take the next step in your career, send your CV to human.resources@beamconl.com with the subject line ***IT Support Officer.***

-  **Application Deadline: 6 October 2025**

