



# WE'RE HIRING!

## ***Deputy Manager / Assistant Manager End User Computing***

**Department:** IT – Site Reliability Engineering

**Location:** Karachi

**Education:** Bachelors/Master's degree in  
Computer Science, IT or related field

**Experience:** 06 – 08 years in relevant field

**Deadline:** April 08, 2024

**Apply at:** [careers@link.net.pk](mailto:careers@link.net.pk)

*Female candidates are encouraged to apply.*



# **Title: Deputy Manager / Assistant Manager – End User Computing**



## **Job Role & Requirements:**

- Lead and manage a team of administrators responsible for end user computing support and services, including installing and upgrading operating systems and computer software.
- Manage client day-to-day functionality and efficiency.
- Oversee the deployment, configuration, and lifecycle management of end user computing devices such as laptops, tablets, mobile phones, printers, peripherals, telephone systems, and desktops. Provide basic training to users in computer operation and management.
- Ensure the availability, reliability, and security of end user devices through regular maintenance, updates, and security measures, while prioritizing and managing several open issues at one time.
- Maintain records and documentation related to IT assets, contracts, and vendor agreements.
- Conduct regular security assessments, audits, and risk assessments to identify and mitigate security risks, maintaining IT assets inventory, SLAs, invoices, and supplies.
- Identify, manage, and resolve issues/projects in a timely manner.
- Respond effectively to customer requests and communicate with them to address issues.
- Update user information in the organizational system.

*At 1LINK we believe in equal opportunity & inclusivity for all. We encourage our employees to live a healthy life & work to the best of their potential. For employees to give their best, we offer:*

- ① *Modular working options such as flexi-hours*
- ① *Continuous training and development*
- ① *Quarterly bonuses*
- ① *Heavily subsidized lunch and club facilities*
- ① *Employee educational support*
- ① *Performance bonuses*
- ① *Carpool incentive*
- ① *On premises gym facility*
- ① *In-person/online doctor consultation facility*

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