Operations Officer

Mavorion Systems Pvt. Ltd. is seeking a few energetic and talented individuals for the position of Operations Officer at its Kathmandu office to add to the teams working on several interesting and challenging projects.

Responsibilities

- Perform day to day operations of Mavorion's Network and Services
- Perform day to day operations of Customer's Network and Services
- Maintain flowcharts and diagrams of systems and networks
- Configure, Manage, Monitor and Secure Systems and Services
- Maintain installation manual, user manual, and other technical documentation
- Perform routine audit of software systems
- Troubleshoot problems reported by users. Co-ordinate across departments and escalate issues to respective teams as required
- Maintain ticketing system with regular updates, monitoring and feedback
- Provide daily, weekly, monthly and other regular updates on activities and project progress to your supervisors

Requirements

- Ability to interact and communicate with senior leadership at all levels – having excellent Communication Skills Verbal/ Written in both English and Nepali.
- Education: A Bachelor's Degree in relevant faculty or other faculty plus relevant training and experience
- Should have at least 1 year of experience in related field that lead to acquiring required technical skills.
- Basic scripting, programming & coding
- PC and Mac systems and other mobile operating systems administration
- Linux/Unix administration
- MySQL, Microsoft SQL or PostgreSQL administration
- Remote desktop and management tools
- Basics of Cyber security
- Backup software and automation
- Network monitoring systems
- Basic knowledge of Network operations and troubleshooting

Contacts

If you have further queries, please reach out to our HR team.

Human Resource Department
Mavorion Systems Pvt. Ltd.
26/15 Samata marga, Baluwatar
Kathmandu 44616, Nepal

Mavorion Systems Pvt. Ltd.

Title: Operations Officer
Position: Mid-Level
Experience: Min. 1 Year

Employment Type
Full-time

Job Location
Kathmandu, Nepal

Date posted
March 4, 0224

How to Apply
Before you apply, please ensure you have with you an updated CV/Resume that you can upload. While not mandatory, a cover letter is highly recommended.