

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM®

Job Reference No.: JV914

Company Name: Strata Manufacturing PJSC



Company Type: Semi-Government

Job Position/Title:	IT Analyst	Academic Major:	IT
Salary Range:	24,000 AED	Years of Experience:	fresh Graduate or 1 year of experience
Job Location:	Al Ain	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	- Working with application support partners - Assists and trains customers. - Co-ordinate and perform in-depth test, including end-user reviews, for modified and new systems. - Provide the appropriate administration for Share Point. - Write and maintain system documentation - Implementing the IT policies and procedures - Working with the infrastructure support partner to manage the day to day IT issues - Managing the file server folders and files permissions - Maintaining the accurate data on Active Directory with the help of support partner - Maintaining the employee's exit and entry process in terms of IT requirements - update employees profiles and shifts in the fusion system - Assisting different departments in extracting the attendance reports - Maintaining the IT inventory for hardware and software - Working on Share Point to meet different department's needs - Working and managing the Interns doing their internship in the organization - Working with different vendors for the completion of IT projects - Working with IT Manager on different projects from conception till end - Performs other related duties as assigned or requested		
Minimum Qualifications:	- Ability to transfer knowledge and stay aware of current trends and technical advancements. - Customer service. - Attention to details - Taking own initiation in handling day to day activities - Excellent verbal and written communication skills - Project Management Skills - Analytical and problem solving skills - Interpret and apply complex technical publications and documentation - Promote and maintain a team environment - Ability to transfer knowledge and stay aware of current trends and technical advancements - Good analytical skills		

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	• Strong interpersonal skills • Attention to detail • Technical knowledge: • SharePoint building blocks including Lists, Libraries, Content Types and templates, web pages, master pages and • Good knowledge of the built-in SharePoint templates, Web-parts and workflows. • Design, Info-Path and workflows experience • Web development (HTML, JavaScript, CSS) • Database Administration • Documentation - Able to transform requirements and • Specification into actionable flows, charts, visuals and development guides. • A Bachelor's Degree in computer science, information systems or a closely related field
No. of Positions Required:	1
Job Close Date:	Open Until Filled

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
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To Apply, UAEU Graduates/Alumni should send their CVs to:

careers@strata.ae

