❖ <u>Position</u> - IT Infra Assistant Manager
❖ <u>Experience</u> - 5+ years
❖ <u>Compensation</u> - Best in industry
❖ <u>Open Positions</u> - 1
❖ <u>Location</u> - Gurugram

Eligibility Requirements

- Bachelor's degree in Computer Science or Information Technology. They should have 5+ years experience in IT support including cloud infrastructure.
- Advanced knowledge of computer/server hardware systems and peripherals.
- Knowledge of popular operating systems, software applications, and remote connection systems.
- Ability to solve complex hardware and software issues.
- Amazon Certified Engineer certification is required.
- Strong hands-on experience with Linux/Red hat/Ubuntu, virtualization, website hosting, migration from On Prim to Off Prim (Cloud) and vice versa.
- Knowledge in Active Directory and Office 365 is necessary.
- Experience in IT End Support administration is preferred.
- Must be a self-starter and demonstrate ability to pick up technologies quickly.
- Self-motivated and well organized with excellent communications skills.
- Should be highly motivated to face the challenges of a rapidly growing organization and committed to service excellence.
- Excellent interpersonal skills.
- Good written and verbal communication skills.

Job Description & Responsibilities

- Manage end to end delivery for clients, extensive experience in customer-facing roles, strong organizational skills and proficiency to manage large teams and operate in a diverse, large scale environment.
- Manage day-to-day administration of the On Prim and Off Prim IT Infrastructure.
- Troubleshoot and quickly resolve issues arising in IT Infrastructure.
- Manage day-to-day administration for IT End Points.
- Demonstrated ability to maintain the highest degree of security and confidentiality.
- Ability to prioritize work and effectively manage time & quickly understand new technology concepts and apply them to our environment.
- Provide support during non-business hours if required.
- Build out the strategic roadmap to scale the People Operations & Technical function including its process and technology footprint to accommodate a fast-growing global company.
- Take data to the next level. Build reporting, dashboards, and tracking methodology that delivers actionable insights to the business.

About us

We are a women-led e-commerce platform, offering a concept that will revolutionise the online shopping experience. With an estimated launch in 2024, we will provide customers a chance to shop for clothes in a never before seen way. Phase one will focus on launch in the Indian market.

ViviRooms is part of London based Euromax Capital (www.euromaxcapital.com) among which includes the most innovative & promising Artificial Intelligence enabled Biometric Software Platform, Products & Solutions designing organizations Biocube Technologies (www.biocube.ai).

E-mail: info@vivirooms.com   Contact number: 0124-442010   Website: www.vivirooms.com