

ShareTrip is Hiring in the IT Department!

To apply for this position, please fill out the form below.

Google form Link: <https://lnkd.in/gCG2d4u2>

Application Deadline: 20th May 2026



# Hiring

## Senior Executive, IT Department (Full-time)

Please go through the whole job description before applying

### Qualifications:

- Bachelor's degree in Computer Science, Information Technology, or a related field
- Minimum 3-5 years of experience in IT Support, System, or Network Engineering

### Additional Requirements:

- Solid understanding of networking (TCP/IP, DNS, DHCP, VLANs)
- Experience with firewall and router setup (MikroTik, Cisco, etc.)
- Proficient in Google Workspace or Microsoft 365.
- Skilled in hardware and printer troubleshooting

### Key Responsibilities:

- Provide end-user support for desktops, laptops, and peripherals
- Diagnose and resolve hardware, software, and network issues
- Monitor and maintain LAN/WAN, Wi-Fi, and VPN connections
- Configure and manage switches, routers, and firewalls
- Manage user accounts and office productivity tools (Google Workspace/Microsoft 365)
- Maintain IT asset records, backups, and documentation
- Implement security measures to protect systems and data
- Prepare reports and suggest IT improvements

### Benefits:

- Career growth and development opportunities
- Friendly and flexible work environment
- Yearly review and increment
- Weekly two-day holiday
- Group insurance coverage
- Subsidized lunch
- Mobile allowance
- Salary: Negotiable (based on experience)

### Working Hours:

- 9 Hrs. (On-site)
- 5 Days a Week

Job Location: Corporate Office(may require occasional visits to lounge and backend support for Chatogram operations)

Please read the caption to apply for the role

