

Eastra Solutions Ltd

Our client is an airline company with travel agents distributed across the country. As part of its growth strategy, our client seeks to engage a dynamic and result oriented professionals to help in the growth process. To achieve this, we are seeking a young team of motivated individual to fill two positions.

System Administrator - JOB REF. SA 2012 (Level 1 and 2)

Date: 26th Nov, 2012

Head Quarter: Nairobi

Location: Nairobi, Mombasa, Kisumu

Wage/Salary: Negotiable

Start: 3rd Dec, 2012

Duration: Permanent

Type: Full Time

How to apply: Email

Company: Eastra Solutions Ltd.

Contact Person: Edwin Siro

Phone: (020) 8002006

Email: cvs@eastranetworks.com

System Administrator Job Requirements

1. Bachelors degree in computer Science or related field
2. A minimum of 1 year experience in a windows based environment
3. Effective oral and written communication skills demonstrated at all levels
4. Must be self driven and able to work with minimal supervision
5. Must able to provide IT customer service on Microsoft Windows based desktop microcomputers, peripherals and basic networking and email services including Active Directory management
6. Must have strong troubleshooting, organizational and communication skills with the ability to provide customers over the shoulder assistance in resolving computer related issues
7. Must possess the ability to work both independently and as team members in a highly dynamic environment

System Administrator - JOB REF. HD 2012

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IT Helpdesk Job Requirements

1. Certifications, training programs plus computer knowledge and experience can be sufficient. An associate's degree in the computer field may be acceptable, preferred a four-year degree in information systems or computer science

2. A positive attitude for learning new skills and technologies quickly
3. Basic understanding of computer technology in a business environment
4. Effective computer skills; Microsoft Office Software, Lotus Notes, and other Company and discipline specific software applications
5. Effective communication skills both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company
6. Effective analytical and problem-solving skills
7. Problem-solving skills and patience to repeatedly instruct people on the steps to take to solve computer problems
8. Interpersonal skills are required
9. Ability to listen and ask questions to diagnose and solve computer issues
10. Strong written skills since specialists will have to write manuals and e-mails
11. Ability to work both independently and with a team

To apply for any of the above position, please send your application letter, a detailed CV, day time contact and other relevant documents to the address below clearly stating the JOB REF. of the position on the envelop.

Deadline for Application is end of day **Thursday 26th Nov, 2012**. Only shortlisted candidates will be contacted.

- Send an email with required documents: **cvs@eastranetworks.com**