Synteleia
INDUSTRIES CORP.

Unit 10F 10th Floor One Corporate Place
Maple Grove Blvd. Maple Grove Tejero,
General Trias Cavite, Region IV-A (Calabarzon)
www.synteleia.ph

JOB DESCRIPTION

IT OFFICER
Location: General Trias, Cavite

I. Job Purpose and Objectives:

The IT Officer is responsible for providing technical support, maintaining IT Systems and equipment, and ensuring the reliable operation of the organization's technology infrastructure. The role supports employees by resolving hardware, software, network and system-related issued while ensuring compliance with IT policies, security standards, and operational requirements.

II. Job Responsibilities and Tasks:

- Provide first-level technical support for hardware, software, network, printer, email, and connectivity issues.
- Install, configure, maintain, and troubleshoot desktops, laptops, mobile devices, peripherals, and business applications.
- Manage user accounts, system access rights, passwords, and email accounts.
- Monitor and maintain IT equipment, software licenses, and technology assets.
- Perform preventive maintenance and implement regular system updates and patches.
- Assist in deployment, configuration, and support of IT infrastructure, including networks and communication systems.
- Maintain accurate records of IT assets, service requests, incidents, and resolutions.
- Ensure compliance with cybersecurity policies, data protection requirements, & IT procedures.
- Coordinate with third-party vendors, service providers, and software partners for technical support and maintenance requirements.
- Support technology-related projects, system upgrades, and implementation initiatives.
- Prepare technical documentation, user guides, and reports as required.
- Conduct basic user orientation and training on IT Systems, policies, and best practices.
- Perform other duties and responsibilities assigned by the management.

III. Job Specifications:

- Bachelor's Degree in Information Technology, Computer Science, Computer Engineering, Information Systems, or any related field.
- At least 1-3 years of experience in IT support, helpdesk operations, systems administration or related technical roles.
- Fresh graduates with relevant internships or technical certifications may be considered.

Be part of something bigger.

We're committed to creating meaningful opportunities, strengthen communities, and providing property management services that make a difference.

If you're excited to make an impact, let's build something remarkable together!

Send your updated CV/resume to: signmeup@synteleia.ph