

<https://www.lankatalents.lk/job/16404/>

## IT Admin

### Description

We are seeking a dedicated and experienced IT Administrator to join our company. The ideal candidate will be responsible for providing technical support, maintaining IT systems, and ensuring the smooth day-to-day operation of the organization's technology infrastructure.

### Responsibilities

- Provide technical support to employees, including troubleshooting hardware, software, and network issues
- Install, configure, and maintain computer systems and IT equipment
- Monitor network performance and ensure stable internet connectivity
- Manage data backup, recovery processes, and cybersecurity measures
- Maintain IT inventory, software licenses, and documentation
- Coordinate with external vendors for IT support and services
- Set up user accounts, access controls, and email systems
- Support system upgrades and implementation of new technologies
- Ensure compliance with IT policies and data protection standards
- Provide end-user training and support

### Job Benefits

Attractive Salary Packages

### Qualifications

- Degree or diploma in Information Technology, Computer Science, or a related field
- 5-10 years of experience in IT support or system administration
- Strong knowledge of hardware, software, and networking
- Experience with Windows systems and basic server administration
- Familiarity with cybersecurity practices, antivirus systems, and firewalls
- Strong problem-solving and troubleshooting skills
- Ability to work independently and manage priorities effectively
- Good communication and teamwork skills

### Contacts

Interested candidates are invited to send their **updated CV** to:

[dinithi@lankatalents.lk](mailto:dinithi@lankatalents.lk)

For inquiries, please contact: **070 500 2151**

### Hiring organization

Lanka Talents Creations (Pvt) Ltd

### Industry

Sales / Trading

### Employment Type

Full-time

### Job Location

Colombo 09, Colombo 09

### Valid through

10.04.2026