

MMW Financial Solutions Ltd is looking for a Part Time **IT Administrator!**

MMW Financial Solutions Ltd is an accounting and auditing firm, situated at 5th Floor, Lot 15A4, Hyvec Business Park Wall Street Ebene, 72201. we provide multiple services such as accounting, auditing, taxation, payroll, secretarial and consulting.

Duties are as follows:

- Install, configure, and maintain computer hardware, software, and operating systems.
- Manage user accounts, permissions, and access controls.
- Monitor network performance and troubleshoot connectivity issues.
- Maintain servers, storage systems, and cloud services.
- Perform system updates, patches, and security maintenance.
- Implement and monitor cybersecurity measures, including antivirus and firewalls.
- Provide technical support and resolve IT-related issues for users.
- Manage data backups and disaster recovery procedures.
- Configure and maintain email systems and collaboration tools.
- Document IT procedures, configurations, and troubleshooting steps.
- Coordinate with vendors and service providers when necessary.
- Ensure compliance with company IT policies and security standards.
- Create email address and email signatures of new recruits.
- Create posters for the company using Canva Pro and maintain postings on company's professional page.

We are currently looking for degree holders in:

- Diploma or Bachelor's degree in Information Technology, Computer Science, or a related field.
- Use of Canva Pro and AI
- Troubleshooting and problem-solving skills.
- Knowledge of virtualization technologies.
- Good communication and customer service skills.
- Time management and organizational abilities.
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Duration: Part Time

Experience:

- A year of experience would be of advantage.

Remuneration: To be discussed during interview

Working Days/ Time: Any 3 fixed days of the week, except on Wednesdays (to be discussed in interview)

Send your CV/ Motivation Letter on: info@mmwllp.com or rbadat@mmwllp.com

By: **25th June 2026**

Learn more on their company: www.mmwllp.com