

Technical Support Specialist

Job summary:

Technical Support is a position hired by a company to oversee and maintain their computer hardware and software systems. Their skills are an asset to the company, as they assist in resolving technical issues concerning customer's accounts or company software infrastructure.

The desired candidates are the ones with the right degree and decent experience. There are multiple vacancies for each job position. The starting date is immediate or up to a maximum 60-days. (Saudis will be preferred, Non-Saudis must have transferable Iqama)

Job description:

- Follow-up and maintenance of the centers' computer devices and systems, - Diagnose and solve any computer problems,
- Provide technical support for employees' computers,
- Respond to inquiries and troubleshooting issues,
- Install and operate new devices,
- Install software. #centers 5 #machines 500

Qualifications:

- Diploma in Technical Support or I.T
- Experience 1-2 years in the same field
- Resident of Riyadh city
- Able to work under pressure
- Self-managed and responsible
- Saudis are preferred

Information Systems Manager

Job summary:

Information Security Engineers, also called Information Security Analysts, help to safeguard organization's computer networks and systems. They plan and carry out security measures to monitor and protect sensitive data and systems from infiltration and cyber-attacks. **The desired candidates are the ones with the right degree, decent experience and with relevant certification.** There are multiple vacancies for each job position. The starting date is immediate or up to a maximum 60-days.

(Saudis will be preferred, Non-Saudis must have transferable Iqama)

Job description:

- Managing and protecting Microsoft Windows Server 2016, 2012
- Providing an environment that follows the best standards in operating an environment capable of hosting all systems and technical solutions
- Building, managing, operating and developing Group Policy, publishing and updating it on all center devices, Managing and following up the permissions of users associated with the systems and giving them the necessary powers,
- Writing performance reports and others and maintaining technical documentation for all development projects,
- Creation of user manuals and operating procedures,
- Managing the central updates system and following up on their installation on servers and users' devices on an ongoing basis with minimal disruption time,
- Monitoring servers and users' devices and solving all related problems,
- Checking the settings for the Active Direct system ory and continuously improving it, - Connecting all devices and servers to the Active Directory system and solving all related problems,
- Managing and operating the Microsoft Exchange 2016 system and preparing servers according to the best standards used Managing Microsoft Exchange 2016 servers,
- Connecting Microsoft Exchange 2016 with other systems
- Making backup copies of systems, databases and applications periodically according to the requirements of the center and to ensure the integrity of the backup copies, and to make a retrieval of those copies to ensure their correctness,
- Manage a plan to manage the absorption of all systems and update them periodically. # servers more than 80 # machines 20

Qualifications:

- CCNASecurity
- 3-5 years of experience in networks
- Knowledge on the load balancer
- Familiar with the new generation firewalls (NGFW CEH)
- Bachelor in I.T or networks
- Able to work under pressure

- Self-managed and responsible
- Saudis are preferred

Information Security Engineer

Job summary:

An Information Security Engineer Design audits of computer systems to ensure operational security and protection from attack. Oversee and monitor routine administration of the information security department. Coordinate with other departments to promote awareness and training on security protocols. **The desired candidates are the ones with the right degree, decent experience and with relevant certification.** There are multiple vacancies for each job position. The starting date is immediate or up to a maximum 60-days. (Saudis will be preferred, Non-Saudis must have transferable Iqama)

Job description:

- Knowledge of SharePoint, Exchange and ActiveDirectory
- Apply the best security standards in applications and networks in accordance with the regulations of the Cybersecurity Authority.
- Experience in monitoring Event Logs for all servers and extracting and neutralizing security threats Experience in managing information security solutions (End point protection, Proxy, MDM, MFA, Firewall,)
- Contributing to the preparation of information security operational plans, and proposing mechanisms for continuous development and updating of systems and applications. - Develop accident response plans and ensure their implementation.
- Developing the necessary security policies and procedures and supervising the implementation of information security policies and related controls and procedures in line with the Cyber Security Authority controls.
- Contribute to the preparation of awareness and educational programs in information security. - Follow up and update operating systems and virus protection programs.
- Follow up on the permissions of users associated with the system and give them the necessary permissions.
- Writing performance reports, etc., maintaining technical documentation for all development projects,
- creating user manuals and operating procedures

Qualifications:

- Graduate in Information Technology
- MCSE certificate is required
- 3-5 years of experience in Managing and protection of Microsoft Windows Server 2016, 2012 - Backup systems solutions.
- Remote software installation systems solutions.
- General knowledge of databases
- Working on server monitoring systems
- Work experience (WSUS, ADFS, IIS, Radius

Enterprise Resource Systems Manager

Job summary:

The Enterprise Resource Planning System (ERP) Manager is responsible for the management and optimization of ERP systems. This position requires strong knowledge of business process, project management skills, and extensive experience designing and managing ERP systems. **The desired candidates are the ones with the right degree, decent experience and with relevant certification.** There are multiple vacancies for each job position. The starting date is immediate or up to a maximum 60-days. (Saudis will be preferred, Non Saudis must have transferable Iqama)

Job description:

- Knowledge of SharePoint, Exchange and ActiveDirectory
- Apply the best security standards in applications and networks in accordance with the regulations of the Cybersecurity Authority.
- Experience in monitoring Event Logs for all servers and extracting and neutralizing security threats Experience in managing information security solutions (End point protection, Proxy, MDM, MFA, Firewall, ...)
- Contributing to the preparation of information security operational plans, and proposing mechanisms for continuous development and updating of systems and applications. - Develop accident response plans and ensure their implementation.
- Developing the necessary security policies and procedures and supervising the implementation of information security policies and related controls and procedures in line with the Cyber Security Authority controls.
- Contribute to the preparation of awareness and educational programs in information security. Follow up and update operating systems and virus protection programs.
- Follow up on the permissions of users associated with the system and give them the necessary permissions.
- Writing performance reports, etc., maintaining technical documentation for all development projects, creating user manuals and operating procedures

Qualifications:

- Graduate in Information Technology
- 3-5 years' experience in Oracle Fusion Finance
- Able to work under pressure
- Self-managed and responsible
- Saudis are preferred

System Applications Analyst

Job summary:

Application analysts are responsible for the administration, monitoring and maintenance of software infrastructures and applications. You will oversee practices and processes to ensure integrity, safety and availability of all data and applications as part of an organization's information systems. **The desired candidates are the ones with the right degree, decent experience and with relevant certification.** There are multiple vacancies for each job position. The starting date is immediate or up to a maximum 60-days. (Saudis will be preferred, Non-Saudis must have transferable Iqama)

Job description:

- Gathering and analyzing business requirements.
- Providing technical support for systems for applications and solving problems as per service level agreement.
- Contributes to the development of systems and applications in line with the needs of the current and future centers.
- Contributes to the development of application systems and the work of sound standards that regulate the work of applications with the latest international standards.
- Review work requirements documents with the Technical Director to ensure clarity in the implementation of the technical design.
- Work on the existence of integration between systems or applications by the best means. - Ensuring the implementation of the main standards that regulate the transfer of systems development to the production environment.
- Ensure the optimal use of development technologies.
- Preparing reports on developments and work assigned to him.
- Training users on systems and applications.
- Carrying out any other tasks required by the work need of applications and systems. - Implementation of the recommendations of the department concerned with information security (gaps - integration -...).

Qualifications:

- Graduate in Information Technology
- 3-5 years' experience in Oracle Fusion CRM
- 3-5 years' experience in BMC Remedy system
- Able to work under pressure
- Self-managed and responsible
- Saudis are preferred

Infrastructure Projects Manager

Job summary:

Project managers are responsible for planning and overseeing projects to ensure they are completed in a timely fashion and within budget. Project managers plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed the entire way. **The desired candidates are the ones with the right degree, decent experience and with relevant certification.** There are multiple vacancies for each job position. The starting date is immediate or up to a maximum 60-days. (Saudis will be preferred, Non-Saudis must have transferable Iqama)

Job description:

- Collect and document the functional and non-functional requirements of the beneficiaries - Analyze and study the requirements and search for appropriate and modern technical solutions with best practices
- Create comprehensive documents, plans and reports for projects Develop - Monitor project deadlines, budgets and various activities
- Evaluate projects periodically and solve problems that hinder achieving goals

Qualifications:

- Graduate in Information Technology
- 3-5 years' experience in management of Microsoft windows server 2016-2012 - Backup system solutions.
- Remote software installation systems solution
- Knowledge on databases
- Working on server monitoring system
- Experience on WSUS, ADFS, IIS, Radio
- Able to work under pressure
- Self-managed and responsible
- Saudis are preferred

Networking and Communications Specialists

Job summary:

Network and communication specialists design, set up, support, and maintain local area networks (LANs), wide area networks (WANs), and other networking systems. These professionals also install routers, switches, firewalls and network-related software programs. **The desired candidates are the ones with the right degree, decent experience and with relevant certification.** There are multiple vacancies for each job position. The starting date is immediate or up to a maximum 60-days. (Saudis will be preferred, Non-Saudis must have transferable Iqama)

Job description:

- Design, configure and operate new network and communications solutions -
- Improve the efficiency of existing networks and communications,
- Managing networks and communications

Qualifications:

- Graduate in Information Technology
- 3-5 years' experience in CCNP and R&S
- Able to work under pressure
- Self-managed and responsible
- Saudis are preferred

Full-Stack Developer

Job summary:

As a Full Stack Developer, you should be comfortable around both **front-end and back-end coding languages, development frameworks**, and third-party libraries. You should also be a team player with a knack for visual design and utility.

Responsibilities:

- Design, configure and operate new network and communications solutions - Improve the efficiency of existing networks and communications,
- Managing networks and communications
- Work with development teams and product managers to ideate software solutions - Design client-side and server-side architecture
- Build the front-end of applications through appealing visual design
- Develop and manage well-functioning databases and applications
- Write effective APIs
- Test software to ensure responsiveness and efficiency
- Troubleshoot, debug and upgrade software
- Create security and data protection settings
- Build features and applications with a mobile responsive design
- Write technical documentation
- Work with data scientists and analysts to improve software

Requirements:

- Degree in Computer Science, Statistics or relevant field
- Proven experience as a Full Stack Developer or similar role
- Knowledge of multiple JavaScript frameworks (e.g. Angular, React, Node.js)
- Knowledge of multiple front-end languages and libraries (e.g. HTML/ CSS, JavaScript, XML, jQuery) - Knowledge of multiple back-end languages (e.g. C#, Java, .net, PHP)
- Familiarity with databases (e.g. MySQL, MongoDB, MSSQL) and web servers (e.g. Apache) - Experience in **SharePoint** is a must (Job Specific)

UX Designer

Job summary:

A **UX Designer** should be an analytical and creative designer who is able to grasp user needs and solve problems. A strong portfolio of successful UX and other technical projects is essential. Ultimately, you will make our product more user-friendly and intuitive to attract and retain customers.

Responsibilities:

- Design, configure and operate new network and communications solutions - Improve the efficiency of existing networks and communications,
- Managing networks and communications
- Work with development teams and product managers to ideate software solutions - Design client-side and server-side architecture
- Build the front-end of applications through appealing visual design
- Develop and manage well-functioning databases and applications
- Write effective APIs
- Test software to ensure responsiveness and efficiency
- Troubleshoot, debug and upgrade software
- Create security and data protection settings
- Build features and applications with a mobile responsive design
- Write technical documentation
- Work with data scientists and analysts to improve software
- Understand product specifications and user psychology
- Conduct concept and usability testing and gather feedback
- Create personas through user research and data
- Define the right interaction model and evaluate its success
- Develop wireframes and prototypes around customer needs
- Find creative ways to solve UX problems (e.g. usability, findability)
- Work with UI designers to implement attractive designs
- Communicate design ideas and prototypes to developers
- Keep abreast of competitor products and industry trends

Requirements:

- Bachelor's degree in graphic arts, design, communications, or related field
- 3-5 years of experience in graphic design
- Knowledge of layouts, graphic fundamentals, typography, print, and the web - Familiarity with HTML and CSS preferred
- Knowledge of Adobe PhotoShop, Illustrator, Sketch, InDesign, and other graphic design software - Compelling portfolio of work over a wide range of creative projects
- Strong analytical skills
- Excellent eye for detail

Graphic Designer

Responsibilities:

- Create and design various materials for print and digital collateral
- Ensure projects are completed with high quality and on schedule
- Establish creative direction for the company as well as brand guidelines - Prioritize and manage multiple projects within design specifications and budget restrictions - Perform retouching and manipulation of images
- Work with a wide range of media and use graphic design software

Requirements:

- Bachelor's degree in graphic arts, design, communications, or related field - 3-5 years of experience in graphic design
- Knowledge of layouts, graphic fundamentals, typography, print, and the web - Familiarity with HTML and CSS preferred
- Knowledge of Adobe PhotoShop, Illustrator, Sketch, InDesign, and other graphic design software
- Compelling portfolio of work over a wide range of creative projects
- Strong analytical skills
- Excellent eye for detail

Senior Accountant

Responsibilities for Senior Accountant

- Perform all related accounting functions required to maintain the general ledger in compliance with company policy and procedures
- Accounts Payable/Accounts Receivable processes including entering daily invoices/bills/journal entries/weekly check runs/monthly accruals and special projects for several portfolio companies
- Maintain accounting/corporate records by designing a paperless filing and retrieval system ensuring past and current records are available as needed and attach documents within the financial system as system allows
- Reconcile all bank accounts
- Ensure vendor invoices and check requests are paid in accordance with authorization and approval policies and follow up on invoices not approved
- Coordinate month-end and year-end closing activities to ensure timely reporting as well as assist with yearly public audits
- Responsible for researching, registering and compliance for all state and local tax requirements
- Create, plan and prepare financial models and other ad hoc reporting as requested.
- Preparing and submitting VAT returns on time.

Qualifications for Senior Accountant

- Minimum 3-5 years' accounting experience
- Bachelor's Degree in Accounting, Finance and/or related field
- Excellent technical accounting skills
- Solid analytical, problem solving and interpersonal skills
- Strong MS Excel skills