

IT Support Analyst

Phone :

Web :



Job Summary

Vacancy :

Deadline : Jul 03, 2024

Published : Jun 03, 2024

Employment Status : Remote

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

At Vosyn, we explore the captivating world of Artificial Intelligence, creating innovations and launching groundbreaking projects across various domains. We are passionate about nurturing flexibility, continuous enhancement, and solution-driven strategies. Currently, we are on the cusp of a momentous IPO initiative, the birth of a true unicorn. Join us on this exciting journey and make your mark on AI's future.

About the Job

Vosyn is seeking a dynamic and detail-oriented Support Associate to join our team. This role is ideal for individuals currently pursuing or have recently completed their bachelor's degree and are looking to expand their professional experience in a supportive and flexible work environment. As a Support Associate, you will play a crucial role in ensuring the smooth operation of our internal systems by managing access to drives, folders, portals, and maintaining an up-to-date database of employee movements within the organization.

Key Responsibilities:

- Facilitate access to drives and ensure timely removal of access for departing employees.
- Provide and manage access to various organizational folders and portals.
- Maintain an accurate and current database of employees joining or leaving the organization, ensuring data integrity and compliance.
- Diagnose and resolve technical problems via video call support.
- Contribute to the development and improvement of technical support processes and documentation.
- Monitor notion pages across different departments

Qualifications:

- Currently pursuing or have completed a Bachelor's degree.
- Excellent problem-solving skills and attention to detail.
- Ability to work independently and take ownership of tasks.
- Strong organizational and time management skills.
- Proficient in using database management software and Microsoft Office Suite, with a preference for advanced MS Excel knowledge.
- Proficiency in Notion is preferred.

Benefits and Learnings:

- Opportunity to work in a dynamic and supportive environment where ownership and proactive problem-solving are highly valued.
- Gain comprehensive experience in internal support and database management.
- Flexible working hours to support work-life balance.
- Exposure to various IT systems and software, enhancing technical proficiency, with a special focus on enhancing MS Excel skills.

Why Join Vosyn?

At Vosyn, we believe in fostering a culture of innovation and flexibility. Our team members enjoy a supportive environment where they are encouraged to take ownership of their work and grow professionally. Join us to be part of a team that values your contribution and supports your professional development.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
