# EXECUTIVE INFORMATION TECHNOLOGY

GRI is a leading specialty tire producer in Sri Lanka. We have been supplying tires to more than 100 countries worldwide since 2002. GRI has sales offices in the United States, Europe and Australia. We produce high-performance tires for Agriculture, Material Handling, and Construction vehicles.

We are seeking a dynamic and detail-oriented **Executive Information Technology** to join our team at Head Office at **Colombo 04**. The ideal candidate will be responsible for managing and enhancing our IT infrastructure, focusing on endpoint protection, IT support, and procurement processes. If you have a passion for technology, excellent problem-solving skills, and a commitment to maintaining robust security measures, we invite you to apply for this exciting opportunity.

## Duties and Responsibilities:

- **Monitor and Manage Endpoint Protection:** Ensure all computer devices are secure by regularly updating and optimizing antivirus and malware protection systems.
- **IT Helpdesk Support:** Enhance IT Helpdesk processes to improve response times and the quality of user support, ensuring efficient resolution of issues.
- **IT Procurement:** Oversee IT procurement, including evaluating hardware and software, obtaining approvals, and maintaining relationships with suppliers to ensure optimal value.
- **Asset Management:** Maintain and manage IT equipment inventory, ensuring devices such as laptops, printers, and mobile phones are available and functional.
- **Access Control Systems:** Manage door access controls and align account deactivation with HR procedures upon employee departures.
- **Operating System and Software Updates:** Implement a standardized process to ensure all computers run the latest operating systems and software, minimizing downtime.

## Essential Qualifications / Exposure:

- Bachelor's Degree in Information Technology, Computer Science, or a related field
- 3+ years of experience in IT support or systems administration
- Strong knowledge of endpoint protection and cybersecurity
- Experience with IT procurement and asset management
- Proficiency in operating systems and software updates
- Excellent problem-solving abilities
- Effective communication and teamwork
- Familiarity with access control systems
- Relevant IT certifications (e.g., ITIL, CompTIA Security+)

GRI offers a very competitive remuneration and benefits package to the selected candidate.
Please send your CV to careers@gritires.com

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