

# Job Opening for IT Support Executive (Job Code RT 1432).



Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Jan 01, 1970

Published : May 13, 2025

Employment Status : Full Time

Experience : Below 1 Year

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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### Apply Before:16/05/2025

**Job Title:** IT Support Executive

**Location:** Phase I, Hinjewadi, Pune, Maharashtra 411057

**Experience Required:** 0–2 years

**Job Type:** Full-Time

### Job Summary:

We are seeking a proactive and customer-focused **IT Support Executive** to join our team. In this role, you will be the first point of contact for technical support, ensuring smooth IT operations and user satisfaction through effective problem resolution—either remotely or on-site.

### Key Responsibilities:

- Respond to user inquiries and provide technical support both remotely and on-site.
- Monitor and manage IT service desk tickets, ensuring timely resolution based on priority.
- Set up new workstations and manage IT onboarding processes.
- Administer user accounts, access rights, and system permissions.
- Maintain accurate records of IT inventory and coordinate with vendors for procurement needs.
- Ensure adherence to IT policies, data protection, and compliance standards.
- Conduct user training sessions and provide guidance on IT tools and best practices.

### Qualifications:

- Degree or Diploma in Information Technology, Computer Science, or a related field.
- 0–2 years of experience in IT support or service desk operations.
- Solid understanding of desktop, printer, and basic network troubleshooting.
- Excellent organizational and communication skills.
- Ability to multitask, work under pressure, and prioritize effectively.
- **ITIL Foundation certification** is a plus.

### What We Offer:

- Exposure to a dynamic IT environment with hands-on experience.
- Opportunities to grow professionally and enhance your technical skills.
- Supportive team culture and performance-driven work environment.

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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