



IT – Technical Supporter Internship

COMPANY DESCRIPTION

BD Electronics Ltd. is an international distributor of electronic components, based in Malta. We provide obsolete technology products globally to manufacturers of various industries: medical, aerospace, military, computer, telecommunications and transportation. We are a rapidly growing company with an energetic and international workforce who operates in a positive, competitive environment.

IT support technicians aid computer users by answering questions, resolving technical problems and maintaining a company's network, software and computer equipment.

RESPONSIBILITIES

- Assist the IT Manager with the delivery of all aspects of ongoing IT development
- Maintain IT Infrastructure, incl. Servers, PCs, Printers, Software, Telephony System, etc.
- Provide IT support to internal users
- Help to develop company websites, including SEO optimization, UI and other features
- Updating or editing online content, create AdWords campaigns and email campaigns
- Managing digital marketing plans that will increase web traffic and customer engagement
- Research new technology and implement it or recommend its implementation.

REQUIREMENTS

- Degree level in an IT discipline, or currently studying a related IT qualification
- Ability to diagnose and solve issues involving common desktop applications and PC hardware
- Experience with HTML5, CSS would be plus
- Working with Excel and csv files
- Ability to work on your own initiative where necessary
- Ability installing and configuring computer hardware, software, systems, networks, printers and scanners
- Setting up account for staff and ensuring they know how to log in
- Solving password issues
- Repairing equipment and replacing parts