Vacancy - Technology Assistant to the CEO

Integrity. Teamwork. A passion for technology.

That's what success sounds like at Digital Business. We are eager to show you all we have to offer and invite you to explore the world of career opportunities open to you.

Location : St Augustine, Trinidad W.I

Position Type : Full-Time

Category : Technical

Reports To : CEO

Title : IT Systems Administrator

Purpose: Digital Business Limited is looking for a bright, hardworking and ambitious Technology Assistant for our CEO. Recent university graduates in Information Technology are welcome.

Responsibilities:

- Defines site objectives by analyzing user requirements; envisioning system features and functionality.
- Designs and develops user interfaces to Internet/intranet applications by setting expectations and features priorities throughout development life cycle; determining design methodologies and tool sets; completing programming using languages and software products; designing and conducting tests.
- Recommends system solutions by comparing advantages and disadvantages of custom development and purchase alternatives.
- Integrates applications by designing database architecture and server scripting; studying and establishing connectivity with network systems, search engines, and information servers.
- Creates multimedia applications by using authoring tools.

- Completes applications development by coordinating requirements, schedules, and activities; contributing to team meetings; troubleshooting development and production problems across multiple environments and operating platforms.
- Supports the CEO by developing documentation and assistance tools.
- Updates job knowledge by researching new internet/intranet technologies and software products; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Develop custom Intranet solutions utilizing the Microsoft SharePoint platform
- Develop custom Web solutions utilizing the DNN platform.
- Provides Business Intelligence Solutions on the Microsoft PowerBI platform
- Provides support on Database design including MSSQL, Oracle and MySQL
- Provide support to clients on deployed solutions.
- Developing user guides and manuals based on the company's products and deployed solutions.

Requirements:

- Must possess a Bachelor's Degree in Computer Science (Hons degree preferred)
- At least 1 (one) year of relevant software architecture, software development, software testing experience, and project management.

Contact: Submit all applications to careers@digitalbusiness.com