



All Peoples Church

& World Outreach

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar
Bangalore 560 043, INDIA

Phone: +91-80-25452617 | contact@apcwo.org | www.apcwo.org

DATA ENTRY AND TECH SUPPORT

SUMMARY

Responsible for ensuring the optimal serviceability of all IT assets at APCWO, including computers, laptops, and other devices. This role involves carrying out basic hardware, software, and firmware maintenance, coordinating with external vendors for repairs and system provisioning beyond in-house capabilities, and procuring required IT spares and equipment. The position also provides technical support to APCWO users, manages daily website updates, inventory management, weekly email and WhatsApp communications, subscriber management, payment and subscription tracking, and live-streaming operations. Additionally, the role supports system data updates and routine data management when free from primary responsibilities.

Please review the APC Organization Chart available on OUR TEAM page (apcwo.org/about-us/our-team).

RESPONSIBILITIES

- Set up, update, maintain, and troubleshoot computers, laptops, and other IT devices.
- Ensure optimal functioning and maintenance of all IT assets and maintain accurate IT inventory records.
- Coordinate with external vendors for repairs, system provisioning, and procurement of IT equipment and spares.
- Provide day-to-day technical support to APCWO staff.
- Perform routine data updates across APCWO portals and internal systems.
- Manage daily website updates, inventory tracking, weekly email and WhatsApp communications, and subscriber management.
- Handle payment and subscription tracking.
- Live-streaming support for APC events and services.

QUALIFICATIONS/EXPERIENCE REQUIREMENTS

- Completed Degree or Diploma in Computers, with a formal training of Hardware.
- Experience with installation of OSs (Windows / Linux / Mac)
- Experience with Hardware Maintenance and Card Level servicing.
- Experience with Basic Networking / Router Configuration

REQUIRED SKILLS

- Troubleshoot Computer / Network Issues
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- Work under pressure and meet deadlines.

ADDITIONAL RESPONSIBILITIES

- At APC we are continuously growing and expanding hence, you will be required to share in additional responsibilities.
- Being able to work under pressure and meet deadlines.
- Willingness to work long hours when required.

OPPORTUNITIES

As opportunities arise, and depending on your skills, you will be able to:

- Travel and serve on APC Missions.
- Volunteer at APC

Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed, and committed to serving Him and people to see lives touched and transformed into Christlikeness.

Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example, and sold out to God!