



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

Be responsible for optimum serviceability of all IT Assets of APCWO. Carry out basic Hardware / Software / Firmware Maintenance of computers / laptops / devices. Process maintenance beyond in-house capabilities with Vendors to ensure speedy repair and provisioning of systems. Procurement of IT spares / devices as needed from the Market. Tech support to the users of APCWO. Support IT systems data updates when free from the primary tasks and carry out daily / routine data updates.

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

RESPONSIBILITIES

- Setting up / Update / Maintenance / Troubleshooting Computers / Laptops / Gadgets.
- Maintain the IT Inventory
- Provide technical support to APCWO staff.
- Perform routine data updates of various portals of APCWO.

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
- 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:



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- 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!