

Al Zaeem Real Estate is seeking a skilled, proactive, and solution-oriented IT Specialist to support and enhance our technical operations across our Abu Dhabi offices. If you're passionate about technology, problem-solving, and delivering exceptional IT support, we'd love to meet you.

Key Responsibilities:

- Manage and maintain secure and stable network infrastructure across all branches
- Administer and optimize Bitrix24 CRM (users, automation, workflows, integrations)
- Provide day-to-day technical support (hardware, software, connectivity)
- Ensure data security, backups, and system integrity
- Coordinate with vendors for IT equipment and services
- Monitor and maintain servers, routers, printers, and company emails/domains
- Support internal systems, marketing platforms, and digital tools
- Track system performance and suggest improvements
- Maintain documentation of IT assets, issues, and solutions

Qualifications:

- Strong technical knowledge of IT support, networking, and systems administration
- Hands-on experience with Bitrix24 CRM is an advantage
- Proficiency with Windows, macOS, and cloud-based tools
- Excellent troubleshooting and problem-solving skills
- Strong communication and interpersonal abilities
- Ability to multitask and work effectively under pressure
- High attention to detail and organizational skills

Preferred Background:

- Bachelor's degree in IT, Computer Science, or a related field
- 2–4 years of experience in IT support or similar roles
- Experience supporting multi-branch operations is an advantage
- Familiarity with the UAE real estate market and digital platforms is a plus