IBM

IT Specialist Jobs For IBM – Information Officer/Job Seeker

Hiring organization
International Business Machines

Job Location
India
Remote work from: IND

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Date posted
January 23, 2024

Valid through
31.08.2024

Base Salary
USD 17 - USD 31

APPLY NOW

Qualifications
Graduate

Employment Type
Full-time

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Description

IT Specialist Jobs For IBM

Our IT department is the backbone of our organization, and information is its lifeblood. As an IO, you'll play a crucial role in ensuring accurate, timely, and accessible information flow throughout the company. You'll be a master of information organization, a skilled communicator, and a reliable resource for all things data-related.

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IBM Careers

Responsibilities:

- **Information Management:**
  - Organize and maintain internal knowledge bases, databases, and document libraries.
  - Develop and implement information classification and tagging systems.
  - Create and update user guides, manuals, and other technical documentation.
- **Information Access and Delivery:**
  - Respond to internal inquiries and requests for information efficiently and accurately.
  - Develop and implement information access policies and procedures.
  - Assist with research and data analysis projects.

- **Communication and Collaboration:**
  - Work closely with IT staff and other departments to ensure smooth information exchange.
  - Develop and implement communication strategies for new IT initiatives.
  - Prepare presentations and reports on information-related topics.

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IBM Jobs Near Me

Skills:

- Excellent written and verbal communication skills.
- Strong organizational and time management abilities.
- Proficient in information technology and research tools.
- Ability to work independently and as part of a team.
- Strong analytical and problem-solving skills.
- Detail-oriented and quality-conscious.

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