**IT Manager Job Description**

Job Title : Information Technology Manager  
Reporting To :   
Department :   
Job Type :   
Location :

**Duties and Responsibilites :**

1. Handle multi-projects which are developed by the team (one or more)
2. Decide the deadline for each project, the logic, and also hardware-software for it
3. Supervise the project and help the team on deployment; make sure that everything runs as planned
4. Schedule the meeting with the teams
5. Conduct intense coordination with the project teams
6. Integrate different software modules
7. Make recommendations for the teams during the ongoing projects
8. Coordinate with other departments about issues importantly related to IT department
9. Assess the performance of IT staffs; including the disciplinary
10. Keep the good communication with the clients

**Academic Qualification :**

**Work Experiences and Skills :**