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## **NEUROSOFT S.A.**

### **IT Administrator**

Neurosoft is a leading ICT Integrator providing innovative solutions and services with the aim of increasing efficiency and security. Operating in Greece, Cyprus and SEE, they are referenced in sectors like financial services, service providers, transportation, utilities, industry, maritime and government. The company has been listed in the Italian Stock Exchange since 2009 while currently employing 200+ highly skilled professionals with depth expertise in their fields.

We have an open vacancy for **IT Administrator**.

### **Main Responsibilities**

Junior IT Administrator works closely with project sponsors, business and technical partners, subject matter experts, technical resources (internal and third-party vendors), senior management and executives. He/She supports IT infrastructure and ensures that all our systems are running smoothly. He/She maintains information systems and networks, upgrades and installs new hardware and software, and performs troubleshooting.

- Monitor and maintain company's IT infrastructure, including hardware, software, and networking equipment.
- Act in alignment with user needs and system functionality to contribute to organizational policy.
- Preserve assets, information security and control structures.
- Provide technical support to users and troubleshoot issues as they arise.
- Manage user accounts and access rights in various applications, including Entersoft, Exelsys, Microsoft 365, Aberon, and Jira.
- Ensure that all software applications are up to date and that licenses are properly managed.
- Monitor system performance and respond to alerts as needed.
- Collaborate with other IT staff members and vendors as needed.
- Provide training to users on various applications as needed.
- Report problematic areas.
- Assist to develop appropriate IT policies and governance structures.
- Assist with the installation and configuration of new software applications.
- Assist with the maintenance and backup of our company's data.

### **Professional Experience & Qualifications**

- University Degree in IT Engineering or Computer Science or relative experience.
- 1–2 year(s) experience
- Knowledge of systems architecture/standards, network operations, security.
- Excellent problem-solving skills and ability to troubleshoot issues.
- Ability to communicate effectively with both technical and non-technical staff members.



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- Experience with ERP (Entersoft), Atlassian JIRA, HRM (Exelsys) and/or Microsoft 365 and/or (Aberon) WMS will be an asset.
- Familiarity with networking equipment and protocols and/or SQL DB is a plus.
- Ability to learn quickly and implement new technologies in a rapid, demanding, and changing an environment.
- Well organized, strong teamwork approach and team motivator, self-driven, flexible.
- Contribute to establishing a team culture that is characterized by exceptional customer service, operational excellence, and continuous improvement.
- Excellent command of Greek and English Language.
- Attention to Detail, Problem Solving, Analytical Thinking.

### **We Offer**

A competitive compensation package, a stable and enjoyable working environment, excellent opportunities for professional development, working on leading-edge technology and industry trends.