

IT ADMINISTRATOR CZ, SK

Your career is about more than building a resume — it's a chance to **Leave Your Mark**.

As we continue to deliver Information Technologies services, we are delighted to offer a unique opportunity to join our organisation as **IT Administrator** for CZ and SK with further countries in future development. Position is located in Prague, Czech republic:

Role:

To recover problems that occur in the issues of hardware, software and network along with the IT Service Desk agents.

Tasks - Activities - Responsibilities

- Manages local environment in term of servers, network, telecom, connection and compliancy with Corporate network and policies.
- Monitors business continuity in term of data storage and systems availability.
- Works with Regional IT team for new system installations, software uploads, software configurations, network designations, authorizations and overall control operations / IT Operations, is able and capable to propose appropriate solution and act responsibly.
- Detects and solves errors and problems related to server and network systems / Repair-Maintenance,
- Provides end user support related to the hardware, software, network and operation systems as 2nd level after Service Desk analysis.
- Detects, diagnoses and solves hardware failures in workstations, printers and network devices, servers, using manufacturer/provider support/technician.
- Ensures workstation/server/networkdevices security systems are up to date.
- Performs back-up operations and back-up server operating systems and monitors the business continuity and disaster recovery environment.
- Ensures lead support service for daily problems of the remote users through telephone, e-mail support, remote connections.
- Updates IT asset inventory, maintains Help-Desk activity records, filings, archivings and control of IT documents / Documentation.
- Controls and monitors IT assets are well kept, safe and secure.
- Shall perform other tasks and duties related to his position as assigned by his first line manager.
- Collaborates with colleagues in the regional IT team.
- Complies with Bureau Veritas Corporate standards and BV 3 Absolutes (Safety, Ethics, Financial Control).

Candidate Profile

- Degree in relevant Information Technology faculty,
- At least 5 years experience in IT Systems support,
- Experience in maintenance and installation of IT Equipments such as workstations, printers, software, server, virtualization, networking, smart phones,
- Proficiency on the issues of Information Technologies and Computer Sciences (Hardware, Software and Network),
- Knowledge and experience in Active Directory, DNS and DHCP systems,
- Knowledge in cloud systems,
- Preferably have an Information Security knowledge and implementations,
- At least Intermediate level of English is mandatory.

Shaping A World of Trust

To be successful in this role, the right candidate will be able to demonstrate their ability to comply with our Absolutes (Safety, Ethics and Financial Control), and also Our Values (Trusted, Responsible, Ambitious & Humble, Open & Inclusive).

WHAT WE VALUE AT BV

We serve as guardians of integrity, upholding the highest standards responsibly. We create trust between businesses and those they serve, demonstrating the ambition to work hard and the humility to learn and grow. We cultivate an open and inclusive environment wherever we operate. And ethics, safety and financial control serve as the foundation for our shared culture.

Being part of the BV family, is more than just working, it's being convinced that you will ***leave your mark.... in shaping a world of trust.***