



Trizma Smartsourcing is the leading BPTP company with headquarter in Serbia. Trizma is serving over 43 clients around the clock in 17 major international languages and operating through our cost and energy efficient state of art service locations. Our mission is to work closely with our clients in order to discover, develop and deliver services based on integrity and trust. Trizma sustainable guarantees are:

- ✓ More than 12 years of progressive long-term growth
- ✓ Direct access to leading innovative technologies and highly educated talent pool
- ✓ International delivery capabilities already supporting key clients across three continents
- ✓ ISO-9001 certified quality standards of operation in a every single business account
- ✓ Regional proximity and business practices expertise guaranteeing client satisfaction

Web and SharePoint Administrator

Web and SharePoint Administrator is accountable for maintenance of web and SharePoint applications. He/she will monitor, control and ensure the operation of all web and SharePoint applications (Intranet, Extranet and e-customer page) run smoothly on a technical level.

Main tasks:

- Provide 2nd level support of web platform (including various web applications, SharePoint, Intranet, Internet) with ticketing management
- Deliver service requests and ensure incidents and problems solving in timely manner
- Create and configure e-customer portals and reports; e-customer user administration
- Provide support in content management of company's home page
- Support and administer intranet/extranet users and ensure updating content
- Create SharePoint team sites, intranet/extranet, InfoPath forms
- Administer FTP accounts (configuration, user administration)
- Create internal and external user surveys, support survey tool (e.g. SurveyGizmo) and administer the users
- Ensure system administration of tools on SharePoint
- Ensure monitoring and control of data-synchronization jobs in synchronization tool (e.g. Smart Sync)
- Maintain "black and white" list for websites (internet)

Requirements:

- Bachelor's degree in Business or Computer Science or equivalent
- 3+ years of experience in administration and development on SharePoint Server
- 3 years of experience in HTML/CSS/JavaScript
- Experience with MS SQL and MySQL
- Experience with Internet Information Server
- Experience in .Net and InfoPath forms will be a plus
- Experience with Nintex Workflows would be an advantage
- Good command of English (B2 level)

Personal profile:

- Communication skills (writing and speaking)
- Task-oriented and committed personality
- Organizing skills to handle multiple tasks with internal and external partners

Your chance:

- An attractive position in an international company environment
- Enthusiastic and growing team of professionals
- Excellent opportunity for professional and personal growth
- Competitive employment conditions