



Manpower is a worldwide innovative forerunner and leader in the field of employment through the provision of services and workforce management solutions for clients and helping people in their career development with the aim of understanding the needs of the clients and candidates in the changing world of work.

On behalf of our client, reputable international company, Manpower Serbia is searching for a motivated candidate to take the challenge and to successfully fulfill the position of:

IT ASSISTANT

(Location: Belgrade)

Job Description:

- Assist the IT Director as needed in providing service to employees and systems management
- Assist with network and security management, data storage architecture, procurement and implementation of new servers, technology, etc.
- Assist with systems development
- Provide user level technical support for end users, computers, printers, etc.
- Assist with end user system updates and monitoring. Including:
patch management, spyware removal and testing, virus checking, ensuring backup of data files, etc.
- Assist with user management (adding and deleting users from AD, working with emails, etc.)
- Monitor printers, copiers, and fax machines to make sure they are working properly and getting regular maintenance
- Assist in research of new technologies and software that might be beneficial.
- Assist with technical documentation of systems and processes, creation and documentation of IT systems and networks, creation and documentation of technical knowledge base for common issues experienced by end users

Candidate Profile:

- Minimum 2 years of work experience
- Experience with Programming language as Java (JSE,JEE), SQL, SQLServer and MySQL DBA

- Experience with Microsoft Windows Server OS and Clients, Linux Server OS and Clients
- Experience with MS Office products
- Must have basic knowledge of current technologies available in the IT world
- Experience and/or knowledge of various networking systems concepts including email, firewall, client-servers, network security, network protocols etc.
- Previous experience with computer and printer maintenance and repair
- Able to work independently and assist with multiple projects, priorities, and locations
- Able to work under pressure with interruptions and challenging deadlines
- Willingness to work with many different people
- Must show aptitude and desire to learn new skills on the job

The selection process is taking place NOW!

If you consider yourself appropriate for this position, we invite you to apply through our website:

www.manpower.rs , advert ID 61

Deadline for applications:

31.03.2015.

Manpower is an Equal Opportunity Employer and considers applicants for all positions without regard to gender, marital status, national origin, age, creed, religion, race, colour, ancestry, sexual orientation, physical or mental disability. All applicants will be informed and shortlisted candidates will be invited for an interview.