



Junior IT Specialist (m/f)

Main responsibilities:

- Overall support for the Market in all IT areas: computer network, Microsoft Office, Microsoft Windows Server/7/Vista, PC, printing, other IT equipment, active directory, user security;
- Ensuring continuous operation and availability, as well as further development of all IT systems in all Nestlé Adriatic offices;
- Serving as first level support for all IT components;
- Identifying and resolving all IT related user requests as per SLO;
- Coordination with HO for Server & Network Operation and troubleshooting;
- Carrying out the day to day activities on Back Office and Server support area of the IT infrastructure team and monitoring high availability (24x7) of all Systems and data backup;
- Implementing Nestlé user administration policies, standards and procedures;
- Proposing and supporting Equipment and Software procurement process and ensuring that the Nestlé IT standards are used;
- Deployment and installation of HW and SW and ensuring optimal performance;
- Managing and control of IT related fixed assets;

Profile of the candidate:

- University degree in a related discipline is an advantage;
- Strong technical background: skilled in standard applications (MS Office - Word, Excel, Power Point) and OS (Microsoft Windows Server/7/Vista). Basic knowledge of computer hardware, LAN and telecommunication;
- At least one year of experience in same/similar position;
- Good communication and organisation skills;
- Team player;
- Customer-oriented with excellent customer service skills;
- Good knowledge of English language (written and spoken);
- Active driver (B category driving licence);
- Ready to travel to other Adriatic offices in the region.

Position is located in Belgrade/Surčin and reports to IS/IT Hub South Lead.

Deadline: **30 June, 2013.**

Only short listed candidates will be contacted.

Nestlé Adriatic Foods d.o.o., Human Resources, Milutina Milankovića 11a, 11070 Novi Beograd or
human.resources@cs.nestle.com

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