

Position: **IT Manager**

General requirements:

1. Required bachelors degree in related field.
2. MS desired.
3. Certifications in Cisco, Microsoft desired.
4. Excelent knowledge of IT hardware.
5. Knowledgable of IT trends.
6. Excellent writing and presentation skills in both Albanian and English.
7. Three years of prior experience in IT sector.
8. Excellent interpersonal skills.
9. Ability to work in teams and manage their efforts.
10. Possess a valid driving license.

Duties and Responsibilities:

- To ensure maximum efficiency of computer systems within the Company.
- Ability to manage a team of database administrators, network administrators and provide e IT support for the entire organization when needed.
- Ability to provide technical support for the staff when needed.
- Develop software tools and programs for the company departments to increase efficieny and productivity.
- Recommend to management for updates on technology when necessary.
- Oversee network infrastructure for the company, maintain the equipments and ensure security for entire company.
- Oversee database maintenance on weekly and monthly basis and ensure database back-up.
- Oversee maintainance and updates the company web-page.
- Develop selling methodology depicting characteristics and benefits for IT equipment.
- Other IT support tasks if required from the CEO.