

## **/ POSITION: TECHNICAL ADMINISTRATOR**

iCOVER specializes in Wholesale of Background Screening & Business Intelligence solutions for the global market. We are an international company with operational headquarters in Paris, backed by a network of offices worldwide, which offer strategic global reach for all your business needs.

We are developing Background Screening web-based applications and CRMs which allow us to work with a full scale of skills. Our team is composed of highly talented PHP and Full-stack developers, who are committed to providing user efficient and scalable tools.

Currently, for our team in Sofia, we are looking for a Technical Administrator with the following profile:

### **RESPONSIBILITIES**

- Provide technical assistance and resolution on a daily basis;
- Set-up new computer systems and perform routine maintenance;
- Maintain computer equipment and software to ensure secure and efficient operations;
- Test and implement new software programs for the company;
- Assists users with questions and problems related to a particular area including hardware, software and network stations;
- Ensuring the overall quality of the product;
- Takes part in onboarding process: manage orders of technical equipment, set up working places and install the needed basic applications and software/Acrobat Reader, Google Chrome, MS Office package, Antivirus Software, WinRar/7-Zip, etc./;
- Takes part in employee's departure process: reset all employee's accounts, clean employee's PC and prepare it for new user;
- Relocation of technical equipment - relocating computers, wiring, new set up of the equipment and the needed applications and software;
- Communication with different providers of the company:
  - Technical equipment suppliers

- Internet providers
- Facility Management of the office
- Any other existing future providers;
- Regular and routine maintenance of all technical equipment, and updates of IT systems and equipment; Installs software upgrades, enhancements, and revised functions; activates and deactivates network ports;
- Build and organize internal company inventory with all the existing and used technical equipment.

## **REQUIREMENTS**

- Technical skills (Word, Excel, Powerpoint, Internet research, Windows, Linux, MacOS);
- Microsoft Server Management experience;
- Personality competences & qualities: focused and serious approach to work;
- Experience in managing or fixing hardware problems;
- Experience in maintenance or creation of network set up;
- Good command of English (written and verbal)

## **WHAT'S IN IT FOR YOU**

- Engaging job at a multinational company;
- Dynamic work environment and an enthusiastic team;
- Additional Paid Leave;
- Class A office in the central district;
- Additional health insurance;
- Food vouchers;
- Multisport card.

**If you think that you have what it takes to be a Technical Administrator, please send your application to Metodi Rusinov at: [mrusinov@icover-services.com](mailto:mrusinov@icover-services.com)**

*Notice: by submitting your application for this position, you acknowledge that in the event you have been selected to work for iCOVER, we shall be entitled to perform an appropriate background investigation by verifying the information presented in your application, specifically but without limitation, verification of prior employment and verification of education. You further acknowledge that such verification is required due to the specificities of iCOVER's scope of business and our internal security policies and rules. The lawful provision, collection and processing of your personal data is necessary for the purposes of the legitimate interests pursued by iCOVER and the provided data will be processed in strict accordance with the applicable personal data protection legislation.*