



Join Coffee Island team!

IT Systems Administrator

Location: Patra, Greece

We are leaders in the coffee sector operating successfully in eight countries with a chain network of more than 480 coffee shops. We are real explorers and invest heavily in knowledge and innovation, as they are the driving forces behind our success. Our vision is to establish ourselves as international leaders and pioneers in the coffee world.

The Role

As an **IT Systems Administrator**, the successful individual will protect our critical information, systems, and assets, build solutions, support our employees and collaborators, implement new hardware, provide training, and assist in the development of an overall IT strategy. From early on, you will help empower our breakthrough innovations, be given challenging assignments, lead initiatives, and take ownership and responsibility.

Duties and Responsibilities

- Maintain essential IT operations and infrastructures, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, hardware, routers, switches, firewalls, printers, phones, security updates
- Own projects, solutions, and key responsibilities within a larger business initiative
- Enable faster and smarter business processes and implement analytics for meaningful insights
- Nurture dependable IT infrastructure and networking that's always up and running
- Partner with internal and external partners to communicate project status, activities, and achievements
- Perform server administration tasks, including user/group administration, security permissions, group policies, print services, research event log warnings and errors, and resource monitoring, ensuring system architecture components work together seamlessly
- Monitor datacenter/server rooms health using management tools and respond to hardware issues as they arise; help build, test, and maintain servers as needed
- Support internet, intranet, LANs, WANs, and network segments
- Be a key member of the IT Service Management group, providing structured IT solutions in end users IT service requests
- Maintain, develop, test and control all the security policies, disaster recovery - continuity plans and perform routine/scheduled audits of all critical systems



Experience & Education

- Up to 2 years of relevant work experience, preferably in corporate environment
- Bachelor's degree in technology or computer science

Required Knowledge & Skills

- Excellent knowledge of English (verbal and written)
- Very good knowledge of MS Office
- Expertise in creating, analyzing, and repairing large-scale distributed systems
- Familiar with current equipment and new technologies, IT procedures, system performance-monitoring tools, project management, application design and integration
- Excellent command of written and spoken English language
- Ability to maintain a high level of professionalism and confidentiality
- Self-motivated with plenty of initiative, but able to work well in a team environment
- Completed military obligations [for male candidates]

Benefits

- Career opportunities
- Continuous training and development plan
- Additional benefits and private medical insurance
- Modern working environment full of challenges

Please send your CV at jobs@coffeeisland.gr, Ref. code «ITAdmin_23.05»

All applications will be treated with strict confidentiality. After the screening of the CVs, we will contact the candidates who meet the profile's requirements to arrange an interview.