

Job description

Responsibilities

- Managing network infrastructure, including LAN, WAN, and wireless networks.
- Install, configure, and upgrade hardware and software across all company computers.
- Performing routine application support of systems and software to ensure compliance with established standards, policies, and configuration guidelines.
- Perform daily checks of collocation servers & databases (SQL Server, Oracle)
- Provide technical support to users at headquarters & provide information to retail customers when needed.
- Support and troubleshoot technical issues for Office and Windows environments including servers (IIS, Task scheduler etc.).
- Install and support VPN connections & provide users with laptops via Watchguard AUTHpoint and be familiar with teleconferencing platforms (Zoom, Teams, etc.) when needed.
- Manage and maintain technical documentation and internal procedures.
- Planning for future growth and scalability of IT infrastructure & participation in future projects.
- Troubleshoot company's internal software applications & open tickets to external partners via Jira
- Monitor & administer Antivirus Software & Forensic Tools (Panda Adaptive Defense 360 & Cynet (Adacom)
- Cooperation with external vendors about VOIP devices & Network switches configurations when needed for internal requests/workstation rearrangements.

Basic Requirements

- University Degree in Computer Science or relevant branch.
- 3 years' experience in a similar position.
- Knowledge of managing and maintaining computers, peripherals, and network devices.
- Knowledge in operating systems and Windows Servers (Linux preferable also but not mandatory).

- Strong knowledge of Windows Server (Active Directory, Domain Services & Microsoft365 Administration).
- Experience with Firewalls and understanding of LAN/WAN networking, TCP/IP, DNS, DHCP, Firewalls, and IP telephony services.
- Accountability, consistency on strict timetables.
- Excellent command of the English/Greek language.

Good to Have

- Experience with XrhmaSuite and FIX Connections application systems.
- Experience in Finance/Trading/Broker Systems Industry.
- Knowledge of basic programming languages will be considered an additional asset.
- ITL Certification.
- Familiarity with WordPress.

Benefits

- A dynamic professional working environment with excellent potential to grow and develop.
- A commitment to continuous learning and development
- A competitive package of remuneration commensurate with the employee's qualifications
- Private medical care