

Application & Database Administrator

Roles & Responsibilities Outline:

The Application and Database Administrator is the designated function in the organization:

- responsible for managing and providing assistance for business and office software applications and databases used by the company
- who ensures that all reporting is issued timely and with desired accuracy.

The **Application and Database Administrator** main roles and responsibilities:

1. Ensures daily assistance for all business and office application servers and client working stations (e.g., the ERP software application, including BI, the PM software application, the collaboration applications, the Internet and Intranet web sites, the DMS software application, the IT Helpdesk, etc).
2. Installs, implements and/or updates all business and office applications (planning, testing, launching).
3. Creates and/or develops in-house bespoke software applications, upon clients' request, including maintaining those applications up and running.
4. Registers and assists end-users to ensure the using of business and office applications in a controlled manner.
5. Communicates with the IT Manager, with the Business Applications Administrator and/or with the other Application and Database Administrators for solving in due time any technical issues and minimising the down time.
6. Creates, tests, implements and updates procedures related to business and office applications.
7. Cooperates with all IT department colleagues, in order to solve technical issues in a quick and efficient manner.
8. Ensures that all business reports are issued in a timely manner and with the desired accuracy.

We are looking for candidates with the following profile:

- Bachelor's Degree in Computer Science/ Engineering/ Economics;
- Good knowledge of programming and scripting languages (C/C++, Visual Basic, C#, Java, Javascript, PHP, etc.). Any certification / course will be taken into consideration;
- Experience in developing business or office applications (like ERP, DMS, designing web pages) or management of databases (MS SQL, Oracle, IBM DB2, MySQL, etc.). Any certification / course will be taken into consideration;
- Good knowledge of hardware and software technology using Windows / Unix / Linux. Any certification / course will be taken into consideration;
- Experience with planning and managing projects;
- Fluent in English, both in speaking and in writing (CEFR B2 level).