



IT Specialist

ITS-1218

We're looking for an experienced IT Specialist who will be responsible for maintaining and improving all our office IT systems to the latest industry standards and best practices. If you want to work in a friendly and open-minded environment read more, because we may be looking for you.

Responsibilities

- Serve as the first point of contact and support for all IT issues
- Ensure information security and data integrity meets all GDPR standards and regulations
- Escalation of IT issues where required to external IT support
- Maintenance and support of office IT systems
- Installation, configuration and setup of systems and software for new and existing users
- Transferring data and software when the user / laptop changes, setting-up user profiles
- Configuration of external peripheral devices - printers, monitors, etc.
- Design and oversight of our information and security systems
- Expert IT input to support Quality audits e.g. IT information within RFIs, f2f interviews with auditors, validation of cloud systems and data integrity
- Support of our Legal area around personal data protection
- Support of company automation and artificial intelligence programs
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Requirements

- University degree directly relating to IT
- 2-3 years of experience in IT within a regulated industry
- Previous experience with information security, GDPR standards implementation and data integrity is a must
- Excellent written and spoken English
- Fluent in Czech (native speaker or upper intermediate is a must)

The ideal candidate has/is

- Detail-oriented, proactive, a problem-solver, results-driven, good time management, a positive can do - will do attitude