

Kyvernitis Travel Company is interested in the positioning of **System Administrator**.

This position is based in Athens, Greece. Native fluency in Greek and English is an essential requirement to be considered for this position. The System Administrator who will join Kyvernitis Group will be responsible for the smooth operation of company's systems and the performance of periodic operations.

His/her Job Responsibilities Indicatively Include the following

- IT helpdesk support for Kyvernitis Group users
- Supervise server environment and support projects
- Supervise hardware, storage, software and take actions if necessary
- Support the users, project, and implementation teams
- Supervise backup processes, DR replication and disaster recovery procedures
- Incident and request management
- Manage IT outsourced services (vendors, contractors etc.)
- Ensure compliance with all relevant departments and stakeholders (both internal and external)
- Support computer maintenance (hardware & software), Antivirus, back up and firewall maintenance & users support
- Troubleshooting & Server maintenance (hardware & software)
- Peripherals and network infrastructure maintenance
- Basic knowledge of developing

Required Experience & Qualifications

- University Degree in Computer Science or a related academic field
- Proven experience in relevant position (1-2 years of experience would be an asset)
- Experience in Windows Servers, Cisco and VM's
- Experience in Office 365 & in Windows Clients
- Fluency in English, both verbal and written
- Able to work independently as well as in a team
- Ability to take on initiatives, work with tight deadlines, deliver on time, and ensure high quality
- Interpersonal, verbal, and writing skills to successfully interact with colleagues
- Attention to detail and results oriented

We Offer

- Competitive remuneration according to candidate's qualifications
- Medical insurance
- A dynamic, modern and pleasant work environment
- Continuous education
- Professional development

What Else?

At Kyvernitis Group, we mean it when we say we are **committed to premium lifetime experiences & service excellence**. If you are unconventional, relentless and passionate.

If you believe in doing what's right, not what's easy. If you are a doer and have a passion for serving

others, we want to proceed with this employment offer to you.

Within company we want to make a difference because each person can make a difference. From the providers who sell and market our services to our business partners who support us, we all have a mission critical role.

We want to hire only the best. People who thrive in a culture of innovation and empowerment. People who are active learners and have a positive attitude.

People who are leaders and know that by working together we can run faster, reach higher and achieve more. By doing so, we will continue to set new standards in Travel Industry.

In addition to all of these any candidate can be characterized as an early potential that shows signs of potential for future roles with increased scope and/or complexity and will be "talent to watch" for the future.

Send your CV's application at: HR@kyvernitis.gr, Code IT2021