# Asociaţia CREDIS

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# IT-Coordinator

| SC NHR AGROPARTNERS SRL | JOB DESCRIPTION |
|---|---|
|  |  |
| **Department:** | ADMIN-ACCOUNTING-CONTROLLING |
|  |  |
| **Job Title:** | IT-Coordinator |
| **Reports to:** | HEAD OF AMIN/ACCOUNTING/CONTROLL |

Present job description is a bilateral agreement between the company and the Employee. The tasks are defined to meet the criteria and requirements of the company for the present position, IT-Coordinator  .

The company expects at any time the fulfillment of the tasks and responsibilities described below, and reserve the right to apply disciplinary measures in case they are not  fulfilled or violated.

MAIN TASK:
To perform all the task related to a reliable IT-infrastructure, implement an IT security system, as well as a back-up system.

MAIN RESPONSIBILITIES:

•IT-Helpdesk: monitor and maintain the IT-Helpdesk account, actively and with no delay, solve problems reported on Hard- and Software
•Install and set-up desk stations, notebooks, Blackberry phones, telephones
•Maintain the Server structure, install on regular basis software updates, and ensure that the back-up flow is working (putting at disposal the back-up tapes for being deposited at the safe deposit in the bank)
•Maintain passwords, access rights, changing passwords, configuration of IT¬ servers
•Installation of Bar-Code Scanners and printers, proper set-up according to the

requirements and guidelines of the company
•Installation of Software programs provided by Suppliers i.e. Parts price list, etc.
•First contact for IT and Telecommunication companies in terms of problems solving
•Monitoring and adapting in coordination with the Head of Admin, IT requirements such as increase of band-width, excessive use of Internet.
•Propose sorting out of old IT equipment, propose new IT equipment to be purchase with basic calculations of the investment and its benefits.
•Participate in negotiations with IT- and Telecommunication suppliers together with Head of Admin.

In addition, in the function of IT-Coordinator, the following requirements and responsibili ties are to be fulfilled:
•Inform Management on any decision to be taken by the company related to IT issues
•Being a life-example of following the NHR ORG Handbook guidelines and ensure its implementation related to IT issues throughout the whole company;

PROFILE:
For the pos ition we expect
•Confidentiality, Loyalty and Honesty
•Self-efficiency, disciplined, motivated, proactive
•Cost oriented &Team-player, hands-on type

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