IT Administrator

Are you passionate about IT Sector? If so, we have the perfect opportunity for you!

At our ICBC Prague Branch, we are on the lookout for **IT Administrator** to join our experienced team.

As an IT, you will be mainly responsible for local IT operations including daily operation, hardware maintenance and system maintenance.

Job description:

Perform routine IT operations such as inspections, maintenance, backups, recoveries

and upgrades.

Perform routine know your supplier (KYS) management tasks such as due diligence,

monitoring and periodical review.

Perform routine IT assets management tasks such as regular IT purchase, low value

item and fixed assets management.

Requirements:

Bachelor's degree in IT related disciplines.

Effective communication skills (written & verbal) in English; Czech / Chinese is a plus.

Have basic knowledge on Information System & Technology, such as network

management, server management, virtualization, database management.

Having strong learning and adaptive ability.

We offer:

Competitive salary
Work experience in an international and multilingual environment
5 weeks' vacation, 6 sick days
Multisport card, Edenred meal card
Language courses, volunteering activities, team-buildings
Refreshment on workplace, mobile tariff, transportation allowance, life risk insurance

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Industry

Banking industry and financial services

Work location

Na strži 1702/65, Praha, Nusle

Education level

Bachelor's

Language level (All languages)

- **Czech - Basic**
- **English - Proficient**
- **Chinese - Basic**

Job type

Full-time work

Duration of employment

Permanent

Type of contract

employment contract

Benefits

- **Bonuses**
- **Contributions to the pension / life insurance**
- **Transport allowance**
- **Meal tickets / catering allowance**
- **Holidays 5 weeks**
- **Refreshments on workplace**
- **Contribution to sport / culture / leisure**
- **Sick days**
- **Corporate events**

Industrial and Commercial Bank of China Limited, Prague Branch

Contact person

Henrieta Illésová

Phone

+420 237 762 828

Address

Na Strži 1702/65, 140 00 Prague 4 - Nusle, Czech Republic

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Support: "Teamio" <pomuzeme@teamio.com> (mailto:"Teamio" <pomuzeme@teamio.com>) | +420 210 013 000

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