

Job Profile - Corporate IT Administrator

Odournet Group has a job opening for a competent Corporate IT Administrator, 20 hours/week, based in the Barcelona branch office at Campus UAB, Bellaterra.

Odournet Group is a scientific expertise and instruments provider, with an international 'micromultinational' structure, employing about 70 highly qualified staff. Our area is environmental and product related sensory testing, mainly centered on odour measurement. We are the world leader in supply of olfactometer instruments for environmental application. The many offices, with small teams working together, requires seamless IT coordination and a clear view on data management and data security.

Until now IT infrastructure has been managed by our key staff, as a side-job. We are looking to employ a professional to shape our Portfolio IT, giving direction and support to IT infrastructure, IT accounts management, application programming (Windows Office) and data security arrangements throughout the group.

Candidates have:

- solid IT knowledge, including
 - Windows OS,
 - Windows office applications and application programming,
 - server management (both physical and virtual servers),
 - service agreement management (client side)
 - Website administration
 - Intranet administration
 - Google Apps administration
 - Management of web based databases
- a strategic view
- and excellent interpersonal and communication skills.
- excellent language skills, fluent Spanish and English as a minimum, German, French Dutch are a premium
- the ability to work in an international context is key to success.
- the ability to turn questions and problems into opportunities for durable solutions

Responsibilities include:

- Google Apps organisation account administration
 - Manage users
 - Manage groups
 - Manage intranet site
 - Manage calendars
- Backupify account administration
 - Manage user accounts
 - Restore files from backups

- Verio.com domain administration (odournet.com and related domains)
- Verio.com virtual server administration (QHB-Servers)
- Source, contract and manage (cloud) servers for intensive calculation applications (e.g, CALPUFF, MM5 atmospheric models)
- Manage other corporate cloud service accounts (future CRM solution / Helpdesk etc.)
- Shape and Manage corporate IT security policies
- Consult the Board of Directors in IT-infrastructure, data security and strategy questions
- Provide branch company management with guidance on how to contract local hardware and software support.
- Manage, support or supervise IT migration projects on corporate level
- Provide support and create training resources for new employees to learn how to make the most of the corporate IT infrastructure
- Create and update training media for staff training
- Manage Odournet.com website content
- Create and manage web based database applications (ONlit literature library, odour thresholds database etc)
- Manage and optimise license procurement

Skills:

- Fast learner
- Self-organized worker
- Up-to date about latest IT technologies (IT security, IT trends etc.)
- Fluent in English (written and spoken language), Spanish, German, French are useful
- Good communication and interpersonal skills
- Strategic thinking
- Experience in IT-Administration (ideally: networks, windows servers, server virtualization, user management, IT support, data security)
- Experience with Content Management Systems (CRM) preferably in Typo3

Conditions:

- Initially minimum 0,5 fte availability
- Location: Barcelona
- Salary: negotiable
- Working hours: flexible
- Outlook: Odournet would like to aim for a long term involvement

If you are interested in this professional opportunity please send your CV to:
epagans@odournet.com