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# IT Technician

Spaxel owns, operates, and develops real estate projects leveraging technology & innovative operating models to create distinctive residences.

We are a young and lean team. In Prishtine we employ a centralized back-office handling tenant support, marketing, leasing, procurement, accounting, IT, interior design, and architecture.

Our Prishtina talent has years of experience in residential and commercial real estate development and operations. Extended time-zone working hours allow us to effectively respond to issues around the clock. Our young and energetic team manages our properties, people, tenants, and vendors digitally and our deployed technology allows us to run operations smoothly.

## Job Summary

The IT Technician will support the day-to-day operations within the IT department. Projects will be assigned as they come up, allowing you to expand your skills and work closely with the rest of the team. This position requires a self-starter who can provide stellar support to our production staff and is eager to learn new technologies and concepts.

## Responsibilities

- Provide technical support to existing team members to deliver a seamless, productive experience (e.g., computer issue troubleshooting).
- Monitor, maintain, and upgrade existing systems all across the Company.
- Execute the new hire onboarding process to ensure that team members are set up to succeed with technology on their first day (e.g., laptop provisioning, workstation set up).
- Administer user access within Active Directory & G Suite.
- Implement new hardware for the production and fulfillment of new products.
- Maintain consistency and quality of language and data in the RFP database.
- Customize final documents to reflect a nuanced response to the specific opportunity.
- Engage in follow-up work associated with RFPs moving to the next phase: coordinating answers, obtaining additional information, etc.
- Collaborate with various departments throughout the company to develop new language and obtain needed information and follow up where needed.
- Coordinate final production and delivery of completed proposals.

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## Job Requirement

- Bachelor's degree in computer science or related field.
- 2+ years of experience in computer networks and system maintenance.
- CompTIA A+, Linux+, or Cisco CCNA are advantageous.
- Ability to interact with clients in a clear, concise, professional manner.
- Familiarity with a majority of the following: Microsoft Windows Server Datacenter 2012 R2; Microsoft Windows Server Datacenter 2016; Internet Information Server (IIS); Windows DNS / BIND / Named; Active Directory / LDAP; Linux Ubuntu / CentOS.
- Excellent written and verbal communication skills.
- Good interpersonal skills.
- Proficient in database programming and software installation.
- Attention to detail.
- Good problem-solving skills.

## Figures

- **Position:** IT Technician
- **Location:** Prishtine
- **Salary:** Competitive
- **Contract:** According to the Kosovo Labor Law
- **Deadline:** 02.08.2022

## Instructions for applying

Applicants should send their CV in English to [careers@spaxel.com](mailto:careers@spaxel.com).

In the subject line, please specify the position you are applying for "IT Technician". Spaxel will contact only short-listed candidates.