

VACANCY NOTICE

This Company is an equal opportunities employer and will not tolerate discrimination in any form. Appointments and promotions are made on the grounds of ability and suitability only. If you have a concern about any difficulty or health condition/s which may affect your application please contact a member of the HR Department

Position: Junior IT Administrator **REF: 1016**

Department: IT

Location: Craiova, Bd. Decebal, no. 116 A, Dolj county

Reason for Vacancy: New job **Salary Grade: 05**

OUTLINE OF JOB

Ensuring that the IT processes within the plant meet Cummins standards and expectations.

RESPONSIBILITIES

- Serves as a point of contact between IT department and the end users.
- Give support to the users in understanding and using Cummins policies and rules
- Make sure that printer supplies are available on site at all time by maintaining a close connection with the supplier and daily evaluate the stock.
- Handle printers supplies replacements and review technical printers conditions.
- Maintain all not standard computers within facility (repairman's, configuration's, installations).
- Maintain all non standard applications within facility.
- Acquire computer related supplies from the local suppliers.
- Support the business in certifying new software's.

REQUIRED QUALIFICATIONS

University degree - preferably Mathematics/Informatics
English Language – Advanced
Computer Literate
Proactive, well organized, good communicator and autonomous person

SKILLS AND EXPERIENCE REQUIRED

Experience in a similar business environment is an advantage (internships, practical stages).

If interested, please obtain an application form from HR Department; our consultant is available for you or send an e-mail at denisa.bichea@cummins.com, fax: 0040 351 44 32 56

THANK YOU VERY MUCH AND WE ARE LOOKING FORWARD TO BE PART OF OUR TEAM!
