

Data Management and IT Support Specialist



GLOBAL PROVIDER OF **INNOVATIVE PV SOLUTIONS**



Established in 2007, Solarpro is one of the leading players in Central and Eastern Europe in the renewable energy solutions (photovoltaics sector). With over 1 000 employees in 9 countries, we offer wide range of smart energy systems and solutions. With more than 5 GWp installed capacity and more than 100 PV plants under operation, we have gained significant experience in engineering, installation, operation and maintenance of PV systems (on-grid, off-grid and hybrid). We have been trading for over 13 years and take pride in delivering project specific solutions, sustainable results and added value to our clients.

The **Data Management and IT Support Specialist** will oversee data management (production, flow, access and security) for different company departments and foreign subsidiaries. He/She will ensure appropriate rights are granted and quality and security standards are met.

➤ MAIN RESPONSIBILITIES

- Design, develop, and modify data infrastructure to accelerate the processes of data flow across company departments and foreign subsidiaries;
- Develop standards of operation when handling and archiving data;
- Serves as the point person for data-related tasks;
- Review prepared data to ensure it is adequate, accurate, and complies with company/department standards;
- Assist with employee-related data management questions;
- Monitor and maintain the company computer systems, installs, and configures hardware and software, solves technical issues as they arise;
- Set up accounts for new users and provide technical support across the company;
- Performs other related duties as assigned.

➤ YOUR PROFILE

- Fluent in English (both spoken and written);
- Minimum two years of relevant experience in a help desk/IT support role;
- Experience in the set-up, configuration, and use of computer hardware, software, and networks;
- Experience with and having a vision on Data Security and Data Quality;
- Experience in the area of design, development, testing or implementation of data management solutions;
- Knowledge of data preparation procedures and requirements will be considered an advantage.

➤ WE OFFER

- Development in a multinational company operating in several EU countries;
- Opportunity to gain knowledge in highly developing sector in the field of green energy and environment friendly solutions;
- Excellent working conditions including opportunities for home office, social benefits, etc.

If you're interested in joining the Solarpro team, please send us a CV and a Cover letter (optional) to the following address: hr@solarpro.bg

www.solarpro.bg

