IT Infrastructure and Operations Lead

ElevenEs
Empower Everything

Join a team that is dedicated to constant growth, and contribute with your knowledge and experience to ensure the seamless functioning of the entire IT infrastructure for Serbia's largest 'Green Technology' development project.

Your job duties and responsibilities:

- Administering office hardware (TV, printer, monitors, keyboards, etc.).
- Ensuring licenses necessary for the system to operate in accordance with expected standards and regulations.
- Providing daily IT support to employees.
- Selecting and procuring suitable IT equipment.
- Organizing and archiving documentation related to warranties and instructions for all IT equipment.
- Configuring Windows servers.
- Monitoring the IT infrastructure from network to database.
- Communicating with external partners, service providers, and software companies.
- Setting up and configuring the Google Workspace business environment.
- Cooperating with the HR department, and facilitating the onboarding process.
- Setting up and maintaining the entire IT infrastructure in the Mega factory.

Your support:

- A highly motivated and professional team ready to reshape the battery industry.
- An international management team with experience in manufacturing, and business development.

You will also receive:

- Flexible working hours and individuality in work organization.
- The opportunity to work in an international environment with people who know how to develop and produce batteries.
- The opportunity to steer your professional growth, development, and advancement.
- Sense of pride for working in the only high-tech lithium-ion battery production company in the region.
- Good working conditions and earnings.

Profile:

- Minimum 3 years of experience in the same or similar role.
- IT education or other related educational backgrounds.
- Interest in IT technologies and willingness to learn.
- Excellent verbal and written skills in English.
- Strong problem-solving orientation.
- Preferable previous experience with ERP and MES systems.