

IT Administrator

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Company: Oredata Yazılım Limited Şirketi

Location: İstanbul

Category: other-general

We are looking for an IT Administrator who will be responsible for prioritizing, resolving, routing and scheduling all incoming internal technology support requests and issues.

Responsibilities

Manage and maintain IT systems, servers, and networks to ensure optimal performance and uptime.

Administer and support cloud-based applications including Jira, Confluence, Bitbucket, Google Cloud Platform, Microsoft Azure, and other relevant platforms.

Configure and troubleshoot issues related to cloud services and applications.

Implement security measures to safeguard company data and infrastructure.

Ensure compliance with IT regulations and standards of general data protection.

Collaborate with cross-functional teams to support IT-related projects and initiatives.

Oversee inventory management of IT assets including hardware, software licenses, and peripherals.

Perform regular audits of IT inventory to ensure accuracy and compliance.

Collaborate with procurement and finance teams to procure and manage IT assets effectively.

Coordinate with vendors and service providers for IT-related purchases and maintenance contracts.

Provide technical support to end-users and resolve IT-related issues in a timely manner.

Monitor system performance and conduct regular maintenance tasks such as backups and updates.

Stay informed about emerging technologies and trends in cloud computing and IT infrastructure.

Qualifications

Bachelor's degree in Computer Science, Information Technology, or related field.

Proven experience as an IT Administrator or similar role.

Strong proficiency in managing cloud-based applications such as Jira, Confluence, Bitbucket, Google Cloud Platform, Microsoft Azure, etc.

Involvement in GDPR(KVVK) an ISO:27001 Software Projects with successful outcomes

Familiarity with IT regulations and standards of general data protection.

Experience in inventory management and maintenance of IT assets.

Solid understanding of networking concepts, protocols, and security principles.

Experience with virtualization technologies (e.g., VMware, Hyper-V) is a plus.

Familiarity with scripting languages (e.g., Python, PowerShell) for automation tasks.

Excellent problem-solving skills and attention to detail.

Ability to work effectively in a fast-paced environment and prioritize tasks accordingly.

Strong communication and interpersonal skills.

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