

JOB VACANCY: INFORMATION SYSTEM COORDINATOR - THESSALONIKI

INDEVCO Group in Greece www.indevcogroup.com is looking for **Information System Coordinator** for one of its companies in **Thessaloniki** to manage, maintain, troubleshoot, support, develop and perform all tasks related to Information Systems.

Job Requirements:

- BS in Computer science or Computer engineering
- Analytical Skills
- 1 to 3 years of experience
- Ability to write & read in English
- Knowledgeable in the development side using Microsoft visual studio (C#, VB.net) and Microsoft SQL Server

Duties:

- Manage information systems toward business units & operations
- Plan, organize, control, & evaluate operations information systems & electronic data processing
- Meet with managers to discuss systems requirements, specifications, costs & timelines
- Monitor & audit information system with respect to the functional use & data quality
- Identify business & users' needs
- Develop reports & database queries/alerts
- Work on software development tasks
- Optimize database queries & reporting
- Lead information systems projects implementation along with training & support
- Recommend ideas & solutions in order to improve business functions
- Coach & support users
- Manage/Execute the maintenance, backup & cleaning of databases & system reports
- Administer information systems security, privileges, rights, permissions, master tables & data
- Train staff about potential uses of existing system modules & functionalities

Interested candidates can send their CVs to antoine.akl@indevcogroup.com