

IT Technical Analyst

Do you want to work for a market-leading company?

Translate Plus Limited is a fast-growing, award-winning language services and technology company. Over the last 3 years we have won the prestigious Sunday Times Virgin Fast Track 100 award, given to Britain's top 100 private companies with the fastest-growing sales, been ranked by Deloitte as among the 500 fastest growing tech businesses across the whole EMEA region, and included in the Sunday Times SME Export Track 100 list of the British companies with the fastest-growing international sales.

We are very proud of these achievements and are now recruiting to continue the growth of our company even further, by adding exciting new positions to our Eastern Europe office in central Sofia - very close to the Mall of Sofia. The IT Technical Analyst is a new position for our Sofia office, which will report directly to the IT Director. We will also consider candidates with little experience, as the needed training and support will be provided - what we ask is that you are enthusiastic, have good practical knowledge and strong problem-solving skills and are eager to learn.

Responsibilities will include:

- General technical support and assistance to all employees including support to remote offices
- Software support, including Windows 10, MS Office 2010-2016, bespoke internal applications
- Set-up and maintenance of hardware, including PCs, Macs, printers, mobile devices and maintenance of corporate asset register
- Infrastructure support, including WAN, LAN, VPN, VoIP phones, Active Directory, Windows servers, Backup processes, Exchange, FTP.
- Dealing with external suppliers and handling the procurement of IT goods
- Documentation of new and changed procedures and processes

Skills and experience required:

- A logical and methodical approach and strong trouble-shooting skills
- Adaptable and flexible
- Self-motivated with the ability to work independently without supervision and use your initiative to find solutions
- Good organisational skills with the ability to prioritise, multitask and work under pressure
- Commercial awareness
- Excellent interpersonal and oral/written communication skills
- Good English skills.

What we offer:

- Career progression possibilities
- Trainings tailored to your needs
- Flexi-time
- Holiday increase
- Weekly fruit and drinks deliveries and monthly breakfast
- Game nights, teambuilding and parties

If you can't wait to become the next member of our successful team, please contact us now – we're looking forward to receiving your CV at tsveta.ilieva@translateplus.com !