

System Administrator (Automation Manager)

We, Interexy, specialize in mobile application development for tech startups and established enterprises in the US and Western Europe. Our projects are not tied to one area, so there is an opportunity to work with cool products in Fintech, Game, Health, Social Media, etc.

Our team is actively growing and now we are looking for a System Administrator (Automation Manager). We are looking for someone who can perfectly configure all processes, who can give technical support for our colleagues. A person who can compile and maintain the asset base (domains, hosting, SSL certificates and many others). You will administer accounts on various web services. Here you are able to achieve personal results and expand horizons.

Is that what you are? Then let's get acquainted...

What you'll need to do:

- reliable operation of IT infrastructure;
- speedy correcting errors in the operation of equipment and software installed at user workplaces;
- technical support for users on operation issues;
- purchase, installation, configuration of computers and equipment (both Mac and Windows);
- administration of accounts on various web services;
- compilation and maintenance of the asset base (domains, hosting, SSL certificates, etc.);
- automating the process of working with LinkedIn, Email, CRM, etc.;
- create parsers and aggregators to collect the necessary data;
- work with webhooks;
- automation and customization of marketing and sales tools;
- removing unused programs, reset passwords, etc.;
- automation of the reporting process;
- integration of programs and tools.

What is important to us:

- 6+ months of experience at the same position;
- experience in automation of such process like LinkedIn, Email, CRM etc.;
- experience with parsers and aggregator;
- experience with webhook;
- experience in automating the process of report generating;
- basic skills of programming, understanding of reading and edit code;
- knowledge of the basics of network protocols;
- experience in configuring equipment;
- B1+ English level is required.

What we offer:

From the 1st working day:

- 12th month pay policy;
- online/offline literature compensation;
- B-day gifts;
- corporate events;
- cash benefits for significant events in life.

After passing the probation period (+ benefits from the 1st working day):

- medical insurance (including dental services);
- 25 vacation days;
- 3 days off;
- corporate English;
- compensation of educational courses online/offline;
- sports compensation;
- corporate gifts;
- relocation assistance.