

## Career Opportunity

Centralis Group is a market leading outsourced corporate services provider. Founded in 2006, Centralis is headquartered in Luxembourg with offices in France, Ireland, Hungary, Romania, Switzerland, The Netherlands, the UK, the USA, Barbados and Cayman Islands. The group also has a Canadian desk.

Today, Centralis employs over 140 highly experienced, multilingual professionals across all our jurisdictions. Our team has been selected from a diverse background, focusing on financial, investment and legal professionals with an exemplary client services track record. With such a wealth of international experience, we are able to deliver a bespoke suite of corporate, treasury and administrative services to our clients.

### IT Officer (m/f)

We are currently recruiting an **IT Officer** (m/f) for our Luxembourg office. The successful candidate will demonstrate an eagerness to learn and have a flexible approach to their work.

Working within a young, international environment, you will have the following responsibilities:

- Provide technical support to all Centralis Group branches (onsite and remote)
- Work with clients/employees to identify IT problems and advise on possible solution(s)
- Configure hardware and software as defined by the Information Technology group
- Work on IT Administration (creation of new user accounts, password resets, drive mappings...)
- Provide basic training to the employees on most common applications
- Act as a liaison between the Centralis IT Group and partners (Resellers, Integrators, Telecommunications, Telephony and Equipment Vendors)
- Maintain the Centralis Helpdesk Ticketing System
- Escalate highly technical issues to the appropriate Engineers or Partners
- Perform other job-related duties as assigned

Your skills:

- Strong knowledge of Microsoft Operating Systems (Servers and Workstations)
- Experience with Microsoft Active Directory and Microsoft Office
- Experience with financial applications or services
- Basic knowledge of network and security concepts for troubleshooting purposes
- Able to work independently and efficiently to meet deadlines.
- Able to assist via e-mail, phone calls and other electronic communications
- Good communication and organisational skills
- Good knowledge of English
- One-year certificate from a technical school or achievements through industry recognized certifications, or six months to one year related experience, or equivalent combination of education and experience
- Any Microsoft certification and/or knowledge of a programming language is considered an asset

Please send your application letter, together with your curriculum vitae, in English, by email to [jobs@centralis.lu](mailto:jobs@centralis.lu)

For further information about Centralis, visit us at [www.centralisgroup.com](http://www.centralisgroup.com)