



## **Junior IT application support specialist**

Actavis is a strong generic pharmaceutical leader that provides the highest quality products and best-in-class service to customers around the world. We are focused on developing, manufacturing and distributing generic, brand and biosimilar products. Our global business makes a commercial footprint that includes more than 60 countries across five continents in markets that represent more than 5 billion of the world's consumers.

**We are looking for Junior IT application support specialist.**

### **Key responsibilities:**

- Provide first and second level support;
- Monitoring and troubleshooting of both systems and processes;
- Accurate and timely escalation of complex cases, when needed;
- Focus on customer-oriented attitude;
- Collaborate with other team members to provide high quality support;
- Handle English speaking customers;
- All other duties related to the position

### **Knowledge, Skills and Abilities:**

- Fluency in English;
- Excellent organization and communication skills and ability to work in a team environment
- Ability to work under pressure to tightly controlled deadlines;
- Advanced Microsoft Office and Operation Systems skills;
- Willingness to work in a team;
- Exceptional ability to learn new skills;
- Analytical and problem-solving skills;



- Willingness to develop system administration skills;

**Advantages:**

- MS SQL knowledge;
- MS Operation Systems;
- Web-based Systems support;
- Network Administration;

**Experience:**

- Education: University degree - 3 or 4 course ;

**We offer:**

- Dynamic and challenging job in a highly professional international environment;
- Opportunity to work in a global project based environment;

Candidates can apply , by sending their CV and Motivation letter - [mvelikov@actavis.bg](mailto:mvelikov@actavis.bg)

Only short-listed applicants will be contacted.

**Dead line to apply - 26.03.2014 –**

**Position is temporary for 6 mounts**