

**ENERGY & WATER SOLUTIONS**

filter.eu

Filter is a company founded in 1992 in Estonia and has since grown into a company with subsidiaries in Latvia, Lithuania, Bulgaria and Poland. We have been operating in Latvia since 1994. By providing long-term sustainable energy and water treatment solutions, we see great benefits for industries in Latvia to reduce emissions and become green and efficient. Our vision is to become **the 1st choice as a process engineering** partner for industries. We are reliable, success-driven, and eager to grow.

We are looking for our professional team

IT System Specialist (Super User)

The Software specialist is an IT expert in the organisation, responsible for ensuring that the IT, systems, applications and hardware is reliable, secure, and efficient. As a result of his/her work, company has efficient IT tools, minimum manual work and digitised services that ensure the company's sustainable profitability and growth.

Main responsibilities are:

- Planning, organizing, and evaluating the IT needs and goals of the local company
- Software support:
 - Ensures the operation and development of the organization's financial and reporting software (ERP), Customer management system (CRM), etc.
 - Provides support and escalates issues of group wide software solutions portfolio
 - Manages user accounts and participates in user employee on-and off-boarding
- Local operations of systems and applications, hardware coordination
 - Implementing and maintaining group IT policies and procedures
 - Troubleshooting and resolving IT issues and requests
 - Researching and recommending new technologies and vendors
 - Training and supporting the users on IT tools and best practices
 - Provide in-house user support
- Collaboration with Group IT team, working with external partners and select service partners, assign tasks, controls and evaluates service quality

Core expectations for successful results:

- Tech savvy, entrepreneurial mindset, respect for people and the environment, CAN-DO attitude
- Strong technical and interpersonal skills
- Microsoft 365 apps (Office + Teams+ Admin Center), Active Directory
- 3 years experience of business processes software (ERP, CRM, BI)
- University Degree in computer science and/or relevant experience
- Very good command of English both spoken and written

We offer:

- Competitive salary
- Professional and personal growth through dynamic and challenging work
- A strong community and teamwork
- Health insurance after probation period