



**NEW OPEN POSITION AT UACS!
WE ARE LOOKING FOR A IT ADMINISTRATOR**

JOB DESCRIPTION:

- Detailed knowledge of all components of personal computers and laptops, including hardware components and their operation;
- Knowledge of computer networks (passive and active);
- Computer networking in one or more network environments, includes wired and wireless network infrastructure (LAN/WAN and Wi-Fi);
- Cloud Networking (Microsoft Azure, Google Compute Engine, and similar platforms);
- Knowledge of operating systems, including installation, configuration, and administration;
- Installation and administration of system software;
- Ability and knowledge to troubleshoot and resolve minor hardware-related issues;
- Installation and configuration of user applications (Microsoft Office, Autodesk, Adobe, etc.);
- Installation and configuration of printers and scanners (standalone and networked);
- Knowledge and administration of Windows Server;
- Basic knowledge of:
 - video and audio playback;
 - application software (Microsoft, Autodesk, Adobe, etc.)
 - setting up wired network infrastructure (cables, connectors, switches, routers, etc.)
 - setting up and administering wireless network infrastructure (Wi-Fi)
 - computer networks (passive and active);
 - computer networking in one or more network environments (LAN and WAN)
 - databases (SQL Database is an advantage);
 - system software (Windows 7–11, Windows Server 2000–2025, Linux)
 - web programming (Frontend and Backend is an advantage);
 - backup storage, including backup creation and database restoration;
 - Google Workspace;
 - Moodle platform.

CONDITIONS

- Working hours: 08:00 - 16:00; 09:00 - 17:00; 10:00 – 18:00
- Job Type: Full-Time (40 hours per week)
- Duration of Contract: 12 months

REQUIRED SKILLS:

- Good communication and organizational skills
- Excellence in English Language
- Ability for Teamwork
- Ability to work in a dynamic environment

If you are interested in starting a career at UACS, send us your CV at hr@uacs.edu.mk.