

eFront is a leading software provider of end-to-end solutions dedicated to the financial industry. eFront's solutions for cross-asset classes serve more than 800 customers in 48 countries, including companies in the private equity, real estate investment, banking and insurance sectors. Founded in 1999, eFront has offices in New York, Dallas, Montreal, London, Jersey, Paris (HQ), Bonn, Dubai, Singapore, Hong Kong and Beijing amongst our 23 global locations.

In order to support our constantly growing business, we are looking for a:

Internal Application Administrator - Belgrade

Department: G&A

Position

Requirement is for a person to assist with the support of internal applications and infrastructure.

Your main responsibilities will be:

- Participating in the management of internal applications and system tools (Internal HR system, Internal Finance System, Internal operational system, IT ticketing etc.)
- Participating in automation of processes to bring operational efficiency internally
- Effective monitoring of systems and reacting immediately to any issues that may occur
- Investigating and troubleshooting software issues and failures
- Improving system performance where required
- Providing assistance and cover for other team members where required

Required skills and experience :

- A technical degree would be helpful but not essential
- Excellent analytical and problem solving skills
- Ability to work both independently and as part of a team
- Basic understanding of Microsoft products (Word, Excel, Power point, Outlook is a must)
- Knowledge of Scripting language, VB would be a plus
- Knowledge of T-SQL queries for reports would be a plus

eFront stands out as a real career booster :

- We are at the crossroads between software and the thriving businesses of Private Equity and Real Estate
- We foster international and cross-functional mobility across our broad office network
- Our culture encourages risk-taking and innovation
- While we are a financially robust and established company, we are still as agile and boiling as a start-up and offer plenty of opportunities to gain responsibilities rapidly

For more details, please look at: <https://jobs.lever.co/efront/8962a4b3-5dc7-4a96-9fe1-611feba25ff8>