



**ALPHA BANK**

**VACANT POSITION  
INFORMATION SYSTEMS SPECIALIST/ SOFTWARE APPLICATIONS SECTION /  
IT DIVISION**

**DUTIES:**

- Provides software administration of existing peripheral applications.
- Participates in project planning for development and implementation of new peripheral applications.
- Performs analysis of business requirements for products/applications development.
- Creates new reports and modifies/improves existing reports as per requests.
- Participates in activities ensuring development and maintenance of all interfaces regarding peripheral systems.
- Coordinates with other sections within IT Division, vendors and country responsible person in resolution of any problems in normal operation of peripheral applications
- Provides resolution of reported production issues for peripheral applications.
- Participates in reviewing of existing and developing of new procedures and guidelines for operations in Software Application Section.
- Reports to the Head of Software Application Section about the statuses of ongoing projects / activities according to established guidelines and procedures.
- Performs activities to ensure custody of documentation (keeping and tracking relevant records) regarding peripheral applications.
- Performs all other jobs assigned to her/him by the Bank.
- Ensures that all units of the Bank (internal customers) receive prompt response and efficient support in their daily operations, in their requests for development of new products/functionalities, reports or for any reported incidents in normal operations of peripheral applications in line with established guidelines and procedures.

**QUALIFICATION / KNOWLEDGE:**

- University degree in Information Technology
- Good knowledge of Databases Oracle, SQL Server
- Good knowledge of Development's Languages (Visual Studio ,VBA, PL/SQL ,Transact SQL)
- Knowledge on Business Object is a plus
- Good knowledge of English Language

**ABILITIES / COMPETENCES:**

- Good organisational and administrative skills
- Excellent presentation and communication skills (written and spoken)
- Ability to conduct and direct research of business products as required
- Proven analytical and problem solving abilities
- Ability to effectively prioritize and work under pressure
- Highly self-motivated and directed
- Customer service orientation
- Flexibility

*The interested Candidates should submit their Curriculum Vitae to this e-mail address: [hr.albania@alpha.gr](mailto:hr.albania@alpha.gr). Deadline of application is May 13, 2017. All applications will be treated in strict confidentiality. Please note that only applicants selected from the documentation will be invited for an interview.*