Job Title: **Information Technology Administrator**

About Novulyn IT:

At Novulyn IT, we are at the forefront of digital innovation, providing comprehensive IT solutions that empower businesses across Europe (EU), Asia-Pacific (APAC), and Africa. With a commitment to excellence and a proven track record of success, our expert teams specialize in delivering tailored, cutting-edge technology solutions designed to enhance operational efficiency, drive growth, and revolutionize the way businesses operate.

Job Description:

We are seeking a highly motivated and skilled Information Technology Administrator to manage our organization's IT infrastructure and ensure its smooth operation. The ideal candidate will be a detail-oriented problem-solver with a strong understanding of IT systems and networks. You will play a crucial role in maintaining our technology environment, supporting our employees, and implementing solutions that improve efficiency and productivity.

Responsibilities:

\*  Install, configure, and maintain computer systems, hardware, software, and peripherals.

\*  Manage and maintain network infrastructure, including switches, routers, firewalls, and wireless access points.

\*  Administer and manage user accounts, permissions, and access control systems.

\*  Provide technical support to employees, troubleshooting hardware and software issues.

\*  Implement and maintain data backups, recovery, and security procedures.

\*  Monitor system performance, identify bottlenecks, and implement improvements.

\*  Manage and maintain server infrastructure.

\*  Maintain IT documentation, including procedures, configurations, and inventory.

\*  Evaluate and recommend new technologies and solutions that align with the organization's needs.

\* Collaborate with other departments to implement IT solutions that improve business processes.

Qualifications:

\* Bachelor's degree in Information Technology, Computer Science, or a related field is preferred.

\* Minimum of 3-5 years of experience in IT administration.

\* Strong knowledge of Windows and/or Linux operating systems, networking protocols, security best practices.

\* Excellent problem-solving and troubleshooting skills.

\* Ability to prioritize tasks and work independently.

\* Strong communication and interpersonal skills.

\* Fluency in the local language is preferred.

\* Previous Data Center experience is a plus.

Job Title: **IT Support Specialist**

About Novulyn IT:

At Novulyn IT, we are at the forefront of digital innovation, providing comprehensive IT solutions that empower businesses across Europe (EU), Asia-Pacific (APAC), and Africa. With a commitment to excellence and a proven track record of success, our expert teams specialize in delivering tailored, cutting-edge technology solutions designed to enhance operational efficiency, drive growth, and revolutionize the way businesses operate.

Job Description:

We are looking for an energetic and customer-focused IT Support Specialist to provide technical support to our employees and ensure the seamless operation of our technology. You will be the first point of contact for IT issues, working to resolve them efficiently and effectively. This role is perfect for someone who enjoys problem-solving and helping others.

Responsibilities:

\* Provide timely and efficient technical support to end-users through various channels (phone, email, chat, in-person).

\* Troubleshoot hardware, software, and network-related problems.

\* Install and configure software applications, operating systems, and peripherals.

\* Manage user accounts, permissions, and access requests.

\* Document issues, resolutions, and support procedures.

\* Escalate unresolved issues to senior IT staff.

\* Assist in maintaining IT inventory and documentation.

\* Provide user training on basic IT tools and applications.

\* Contribute to IT support process improvements.

\* Help with testing and evaluating new technology

Qualifications:

\* Associate's or Bachelor's degree in Information Technology, Computer Science, or a related field (or equivalent experience).

\* Experience in IT support or help desk roles.

\* Strong knowledge of computer hardware, software, and networking concepts.

\* Proficiency with Windows and/or macOS operating systems, MS Office Suite, and common software applications.

\* Excellent customer service and communication skills.

\* Ability to troubleshoot technical issues effectively.

\* Strong organizational and time-management skills.

\* Certifications (e.g., CompTIA A+, ITIL) are desirable

\* Fluency in the local language is preferred.

Job Title: **Freelance Network Engineer**

About Novulyn IT:

We are seeking a talented and experienced Freelance Network Engineer to assist with various network projects for Novulyn IT, a company at the forefront of digital innovation, providing comprehensive IT solutions that empower businesses across Europe (EU), Asia-Pacific (APAC), and Africa. We specialize in delivering tailored, cutting-edge technology solutions designed to enhance operational efficiency and drive growth.

Job Description:

We are seeking a talented and experienced Freelance Network Engineer to assist with various network projects. The ideal candidate will be a highly independent network specialist who can provide expert-level design, implementation, and troubleshooting for network infrastructure. This role requires a deep understanding of networking principles and the ability to work remotely and autonomously.

Responsibilities:

\* Design, implement, and manage network solutions tailored to client needs.

\* Configure and maintain network devices, including routers, switches, firewalls, and VPNs.

\* Perform network troubleshooting, diagnosis, and resolution of issues.

\* Conduct network performance analysis and recommend improvements.

\* Implement and maintain network security policies and procedures.

\* Provide clear, concise, and accurate network documentation and reports.

\* Collaborate with stakeholders and communicate effectively on project progress.

\* Keep up-to-date with the latest network technologies and industry best practices.

\* Provide remote technical assistance with networking issues.

Qualifications:

\* Expertise in network design, configuration, and troubleshooting.

\* In-depth knowledge of networking protocols, routing, switching, and security principles.

\* Proficiency with network devices (e.g., Cisco, Juniper, Fortinet).

\* Experience with VPNs, firewalls, and wireless technologies.

\* Ability to work independently, manage time effectively, and meet deadlines.

\* Excellent documentation skills and communication skills

\* Relevant certifications (e.g., CCNA, CCNP) are preferred

\* Fluency in the local language is preferred.

\* Previous experience as a network engineer is a plus.

\* Previous Data Center experience is a plus.

Job Title: **IT/Network Support Specialist**

About Novulyn IT:

At Novulyn IT, we are at the forefront of digital innovation, providing comprehensive IT solutions that empower businesses across Europe (EU), Asia-Pacific (APAC), and Africa. With a commitment to excellence and a proven track record of success, our expert teams specialize in delivering tailored, cutting-edge technology solutions designed to enhance operational efficiency, drive growth, and revolutionize the way businesses operate.

Job Description:

We are looking for a versatile IT/Network Support Specialist to provide both IT and network technical support to our organization. The ideal candidate will have experience with both IT and network systems, have a commitment to user satisfaction, and is passionate about technology. This position will play a key role in ensuring the reliability of our IT and network operations.

Responsibilities:

\* Provide first-level support for all IT and network related issues, acting as the initial point of contact for inquiries.

\* Troubleshoot and resolve hardware and software problems on end-user devices, including laptops, desktops, printers, and mobile devices.

\* Diagnose and fix network connectivity issues, including Wi-Fi and LAN problems.

\* Manage user accounts, permissions, and access control systems on the network.

\* Implement and maintain basic network security measures, including managing firewalls and user-access rules.

\* Install, configure, and maintain software and operating systems, including network drivers and other client-side applications.

\* Maintain IT and network documentation, keeping records of issues, resolutions, and configurations.

\* Escalate complex issues to senior staff, maintaining proper documentation.

\* Assist in IT projects and deployments as assigned.

\* Ensure that all support requests are handled with professionalism and are aligned with support procedures.

Qualifications:

\* Associate's or Bachelor's degree in Information Technology, Computer Science, or a related field (or equivalent experience)

\* Experience in IT support and network troubleshooting

\* Proficiency in networking concepts, common network protocols (TCP/IP, DNS, DHCP) and network devices such as routers and switches.

\* Strong knowledge of computer hardware, software, and networking principles.

\* Proficiency in Windows and/or macOS operating systems and common software applications.

\* Excellent problem-solving and troubleshooting skills.

\* Strong communication, and organizational skills.

\* Relevant certifications (e.g., CompTIA A+, Network+) are desirable.

\* Fluency in the local language is preferred.\*

\* Previous Data Center experience is a plus.

Contract Terms:

[Specify the expected contract length, pay rates, availability expectations, project-based or hourly pay.]

29 Schengen Countries:

1. Vienna, Austria – **Information Technology Administrator**
2. Brussels, Belgium – IT Support Specialist
3. Sofia, Bulgaria – **Freelance Network Engineer**
4. Zagreb, Croatia – IT
5. Prague, Czech Republic – IT
6. Copenhagen, Denmark – IT
7. Tallinn, Estonia – IT
8. Helsinki, Finland – IT
9. Paris, France – IT
10. Cologne, Germany – IT
11. Athens, Greece – IT
12. Budapest, Hungary – IT
13. Reykjavik, Iceland – IT
14. Rome, Italy – IT
15. Riga, Latvia – **Information Technology Administrator**
16. Vaduz, Liechtenstein – IT
17. Vilnius, Lithuania – IT
18. Luxembourg City, Luxembourg – IT
19. Valletta, Malta – IT
20. Amsterdam, Netherlands – IT
21. Oslo, Norway – IT
22. Warsaw, Poland – IT
23. Lisbon, Portugal – IT
24. Bucharest, Romania
25. Bratislava, Slovakia
26. Ljubljana, Slovenia
27. Madrid, Spain
28. Helsingborg and Stockholm, Sweden
29. Bern, Switzerland

Rest of the Non-Schengen Countries:

1. Dundee, Scotland, United Kingdom
2. Gebze, Kocaeli, Türkiye
3. Belfast, Northern Ireland, United Kingdom

Limitations of LinkedIn Free Account:  
  
Okay, let's dive into the restrictions you'll encounter when using a free LinkedIn account, particularly in the context of job postings and other features relevant to hiring.

**Key Restrictions on a Free LinkedIn Account:**

1. **Limited Job Postings:**
   * **No Direct Job Postings:** The biggest restriction is that you **cannot post job openings directly through the LinkedIn Jobs platform** with a free account. You'll need a paid subscription (like Recruiter Lite or a higher-tier plan) to post jobs officially.
   * **No "Job Slots":** Free accounts do not have access to "job slots" – the ability to have one or more active job posts running.
2. **Limited Access to Candidate Data:**
   * **No Advanced Search:** You won't have access to the advanced search filters that make finding candidates easier. This means less precise searches for specific keywords, skills, etc.
   * **Limited Profile Views:** There's a limit to how many profiles you can view within a certain timeframe. Once you hit this limit, you might not be able to see profile details anymore.
   * **No Candidate Insights:** Free accounts don't have access to in-depth candidate insights, which are provided on paid plans that help evaluate if an individual is suitable.
   * **No Saving Profiles:** You cannot save multiple profiles into separate lists.
3. **Reduced Visibility:**
   * **Less Reach:** Job postings done through other means (not via LinkedIn Jobs) may have less visibility. Free accounts don't have the same reach as paid postings.
   * **Lower Profile Ranking:** Free accounts might not rank as high in search results as paid accounts, which can make your profile harder for candidates to find.
4. **Limited Communication:**
   * **Restricted InMail:** InMail (direct messaging to individuals you are not connected with) is extremely limited on free accounts. You'll generally not be able to use InMail for recruiting purposes.
   * **Limited Connection Requests:** You also have a limited number of connection requests you can send out.
5. **No Applicant Tracking System (ATS):**
   * Free accounts don't include any sort of applicant tracking system, which means you'll have to manage applications through other means (for example email)
6. **No Access to LinkedIn Recruiter Features:**
   * Free accounts do not have access to tools that help with:
   * Automated outreach to applicants
   * Advanced analytics about the applicants
   * Tools that help with applicant management
7. **Limited Learning Access**
   * Free accounts are also limited to selected learning courses in linkedIn learning.

**Workarounds and What You *Can* Do (With a Free Account):**

* **Post in Groups:** You can share information about a job opening in relevant LinkedIn groups.
* **Use Your Network:** Use your existing connections and their networks to spread the word about openings.
* **Post on Your Profile:** Share a job posting on your profile feed, however this has limited reach.
* **Basic Searching:** You can still do basic keyword searches for profiles.
* **Message Direct Connections:** You can message your 1st-degree connections about job openings.

**In short:**

A free LinkedIn account is very limiting for recruitment and job postings on the LinkedIn platform. You'll have to rely on other avenues to get a job posting up and manage applicants. You have limited control over how visible your posting is. You can use your profile to let your network know about your open position.

If your goal is to seriously recruit through LinkedIn, you'll need to invest in a paid subscription, which provides the necessary tools and features.

\*We’ll purchase LinkedIn recruiter or recruiter lite