

## Junior IT Administrator

### JOB SUMMARY

Hyde and Associates has an opening for **Junior IT Administrator** in Tallinn, Estonia to provide IT support to staff and system users. Applicants are invited to state whether they wish to work from our offices in Lisbon or Tallinn.

### Key Responsibilities include but are not limited to:

- Administer Office 365 with Exchange and SharePoint solutions;
- Investigate and diagnose network problems;
- Monitor and collect IT usage stats;
- Troubleshooting, routine configuration and installation of workstations;
- Install, configure and maintain hardware and software;
- Set up new users and manage backup, security and passwords;
- Document operating and technical procedures for the IT solutions.

### WE OFFER

- Excellent working conditions in an international environment;
- Being part of an enthusiastic and multicultural team;
- Opportunities for professional growth.

### QUALIFICATIONS

- University Degree in IT/Computer Science;
- Excellent oral and written communication skills in English;
- Good communication and organisational skills;
- Ability to work collaboratively with other team members but also independently.

### You will get extra points for:

- Having experience with any of the following technologies: AWS, Azure, SharePoint;
- Microsoft and other technical certifications;
- Experience in UI/UX design.

### PROFILE

- Passionate about all things IT;
- Ability to explain technical information to non-technical staff;
- Problem-solving mindset;
- Fast learner.

**Employer:** Hyde & Associates OÜ

**Ref:** JIT

**Location:** Tallinn (Estonia) or  
Lisbon (Portugal)

**Industry:** Legal

**Level:** Entry level with a minimum of  
2 years of comparable work  
experience

**Contract:** Permanent

**Hours:** Full time

**Salary:** 2,600€ - 3,600€ (gross)

**Start date:** ASAP

### ABOUT HYDE & ASSOCIATES

The law firm of Hyde & Associates specializes in telecommunications. Its members bring together highly trained formal skills and years of direct field experience in telecommunications law and practice, from Argentina to the Congo to Papua New Guinea and beyond. Hyde & Associates is recognized as a leader among law firms for in-country missions, providing advice and results in emerging markets worldwide.

The firm, working from its offices in Tallinn, Estonia, in Paris, France, and in Lisbon, Portugal is currently advising on matters in more than one hundred countries on all continents.

Hyde & Associates represents global telecommunications operators, blue chip multinational corporate groups, United Nations agencies, NGOs and Government clients.

### WISH TO APPLY?

Send your [CV](#) and [application letter](#) in English

Apply online or by email, and reference **JIT**, using the links below:

[www.hydeandassociates.com/careers](http://www.hydeandassociates.com/careers)  
[job@hydeandassociates.com](mailto:job@hydeandassociates.com)