

Network Operations Administration	Job Description
Job description summary	<p>Network Operation Administration operator will be in charge to manage the technical/administrative information flow needed by the NOC team, interfacing with different departments of the company and with the customers.</p> <p>Network Operation Administration shall assure each activity performed by Operation Team will be tracked by an internal automated system.</p> <p>Network Operation Administration shall provide a monthly report including open Trouble-Ticket with the relevant description and yearly report to demonstrating that the HUB Station availability meets the performance requirement. In particularly Network Operation Administration shall produce a reporting containing data and description about any events occurred on the services in operation (outage, hazardous condition, degradation) and tracked by Trouble-Ticket system.</p>
Detailed Job description	<ul style="list-style-type: none"> - Ensure the integrity of data collected in the internal database - Check data for availability and performance studies - Verify the respect of SLA - Plan programmed activity (down-time request etc..) - Archive documentation - Elaborate Trouble Ticket report - Issue weekly outage reports - Management of the CRM - Meeting planning
Skill Sets	<p>The ideal candidate is graduate (or equivalent culture) with an experience in a multinational company as assistant.</p> <p>He/She has an excellent knowledge of the English/France language (written & spoken) and office packet (in particular Word, Excel and PowerPoint). Good knowledge of Spanish/German language will be an asset</p>
Personal potentiality	<ul style="list-style-type: none"> - Good capacity of the management in the relationship, management of the stress and of the pressure due to urgent request - Team working - Planning, organization and management of the work - Reactivity - Privacy - Precision, reliability, dynamism and flexibility.
Reporting to	Operations Manager
Job Location	Turin, Italy
Availability	5 days/week
Labor time	39 hours/week