

POSITION CARD

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Position: IT Manager	Company: Arkas Hellas
Department: IT	Report to: Managing Director
Position Holder: Vagelis Konstantinidis	Location: Piraeus
Replaced by: IT Representative	Function: IT
Manager/Individual Contributor: Manager	Budget Responsibility: Yes

Purpose of the Position:

In charge of IT infrastructure, user support, planning infrastructure improvement and applying new technologies in the organization. Work closely with other department managers and with the top Management in order to collect information about the needs in terms of IT and propose the corresponding solutions.

Key Accountabilities:

- Manage information technology and computer systems
- Develop and implement IT policy and best practice guides for the organization
- Lead the IT Team and assign projects or project tasks to the IT representatives
- Provide direction for IT team members
- Oversee and determine timeframes for major IT projects including system updates, upgrades and migrations.
- Deliver support services to the users and takes care IT matters to be solved
- Manage Agreements with external partners regarding the IT
- Manage IT Projects and Project Tasks
- Cooperate with corporate IT Directorate and help them to design solutions that fit to local needs

Additional tasks

- Plan and handle annual budget and ensure cost effectiveness
- Ensure that the guidelines and compliance from the corporate IT directorate are applied

General Responsibilities:

Responsibilities that apply to everyone who works at Arkas Hellas

- Support colleagues during busy times or leaves
- Solve problems and achieve results after informing managers and obtaining approval
- Carry out a job through end, analyze and resolve problems
- Employees with significant authority shall not contact transactions that exceed the limits of their authority
- Adapt quickly and support any innovation and changes made in the company

Knowledge and Competencies:

Qualifications that are necessary for someone to fill the position

- Minimum 10 years of IT experience in relevant function preferably in a shipping agency
- Education: University Degree
- Computer literacy at very good level
- Very good knowledge of English (verbal/written)
- Attention to detail
- Ability to prioritize and follow up
- Ability to communicate with team and cross-functionally

APPROVALS

POSITION HOLDER: VAGELIS KONSTANTINIDIS

M.D. People, communications and shared Services: WANDA COSTOPOULOS

MANAGER (of the position): WANDA COSTOPOULOS