Job vacancy for the
Régie Communale Autonome Bourse-Beurs

The Facility Department at RCA Bourse Beurs is looking to complete its multidisciplinary team with a young ICT/IoT Officer who is curious, motivated and loves a challenge.

This person will be responsible for the management of our IT infrastructure, as well as the supervision, deployment, and maintenance of IoT devices within a newly renovated and smart 12,000 m^2 building.

This role requires some technical experience, strong project management skills and the ability to communicate clearly both internally and externally (subcontractors, partners, suppliers...).

Job description

The ICT/IOT Officer will be responsible for the following tasks :

Network infrastructure

- Planning and executing upgrades of network equipment and lines.
- Monitoring network performance and availability using monitoring tools.
- Performing regular network checks and maintenance to ensure optimal performance.
- Diagnosing and resolving network-related issues and outages.
- Documenting network configurations, changes, and maintenance activities.
- Maintaining an inventory of network equipment and licenses.
- Analyzing network performance and identifying bottlenecks.
- Recommending and implementing improvements to enhance network efficiency and speed.
- Communicating with external vendors and service providers for network support and services.
- Coordinating and managing support tickets with external vendors to resolve network infrastructure issues.

End-user support

- Diagnose and solve hardware, software, and/or network issues.
- Logging and tracking support tickets in a IT ticketing system.
- Responding to user inquiries and issues via phone, email, or in-person.
- Educate users on best practices for utilizing the office's hardware and software.
- Creation of user friendly guidelines when necessary.

Building IoT

- Collaborate with vendors and third-party support when necessary.
- Implementation and maintenance of the building's IoT devices.
- Documenting data, user information/feedback and the activities (updates, modifications, etc) of the different IoT devices.

Experience and skills

Hard skills

- Networking (Understanding of TCP/IP, UDP, and other networking protocols)
- Troubleshooting of network problems
- O365 Admin (Exchange, Sharepoint, Entra, Onedrive)
- Aruba Central
- Isarsoft
- NinjaOne - RMS
- Odoo
- Windows
- Apple
- Linux

Soft skills

- Dynamic and positive mindset
- Very communicative and strong team spirit
- Flexible
- Well structured and organized
- Stress resistant

Nice to have

- Certifications (CCNA, Aruba certified Network Specialist, IoT)
- Vendor management skills
- Familiar with Smart Building Management Systems
- Odoo online training completed
- French, Dutch, English

Experience

- Minimum 2-3 years work experience in a similar function
- Minimum a Bachelor study level or equivalent level of education and certification.

We offer

- Initially, a 6-month, 37h50 full-time fixed-term contract, with the possibility of conversion to a permanent contract.
- Salary may vary according to various factors such as salary scale, level of experience and qualifications.
- Extra-legal benefits: meal vouchers, free STIB membership and 80% contribution to other public transportation costs.
- An excellent working atmosphere in a splendid location.

SELECTION PROCEDURE

• Please send your application by email to **recruitment@boursebeurs.be** with your curriculum vitae and a cover letter. Incomplete applications (not including all required documents) will not be taken in consideration.

• We encourage you to apply as soon as possible. There is no closing date for the receipt of applications. Applications will be reviewed on an ongoing basis until the position is filled. If you do not hear from us within 3 weeks, you may consider that you have not been shortlisted.

• RCA Bourse-Beurs selects candidates on the basis of their skills and experience, and makes no distinction as to age, gender, ethnic origin, creed, disability or nationality.