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| **RECRUITMENT ANNOUCEMENT** |

Relats is a company founded in 1957 in Caldes de Montbui (Spain), devoted to the production of industrial fabrics, basically cotton. During the 1980s it gradually converted into a manufacturer of products for the electrical sector. Nowadays its factory in Caldes, which opened in 1999, is a plant of 7.000 square meters, built to optimize the use of its electrical resources.

From the year of its foundation until today, Relats has been able to complete the necessary stages to take its place as one of the most important companies in the world in the manufacture of flexible and insulation sleeves. Relats is a leading company in the manufacture of:

* Electrical and thermal insulating sleevings
* Mechanical protection and/or noise reduction covers (Self-closing sleeves)
* EMI and heat reflective protective components
* Support cords

We are looking for talented and passionate individuals to join our team. You will be one of the few key talents who supervise, control, and implement all IT function and equipment’s at company in order to achieve all factory requirements and services inside IT area, complete support to corporate IT department and global project management, lead corporate communication with IT department and contribute to continuous improvement

***1 NHÂN VIÊN IT*/ *IT FRESHER***

# **Key Responsibility:**

* Configure/install computer hardware, software, systems, printers & scanners.
* Network administration & related services.
* Maintain, repair, or replace IT assets.
* Setting up accounts for new users.
* Check system and network logs.
* Manage landline phones & cell phones
* User’s first level support. Responding issues in a timely manner.
* Testing new technology/software and train users
* Other duties agreed by IT group Director & plant Manager.

# **Basic Qualifications:**

* BA degree in engineering, computer science, or another technical related field.
* Knowledge in networking
* Good interpersonal and organizational skills.
* Able to read and write in English, this is essential. Good oral communication is plus

# **What we can offer:**

* Global working environment
* Be trained by IT Engineers in other plants (Relats Mexico, Relats China, Relats Romania, Relats Morocco ,Relats Caldes)
* Annual salary review.
* Yearly Teambuilding activities
* Shuttle bus from Da Nang to factory and vice versa
* Birthday gift, Wedding and Sympathy Gifts, Full Moon Gift, ect…
* Social insurance, health insurance, unemployment insurance and Premium healthcare package for employees.

# **application:**

* Send your CV via email: [ntrang@relats.com/vthuy@relats.com](mailto:ntrang@relats.com/vthuy@relats.com)
* For more information, Feel free to contact us via:
* **Company**: RELATS VIET NAM CO.,LTD
* **Address:** Lot 18, Dien Nam Dien Ngoc Industrial Zone, Dien Ngoc Ward, Dien Ban Town, Quang Nam Province
* **Tel**: 0235 7 303 300 (Ext:702) – HR Department.