

Joboffer dated from 08/20/2018

## Workstation Administrator (735908) (m/f)

Field:	others
Type of employment:	Full-time
Entry date:	immediately
Zip Code / Place:	20354 Hamburg
Country:	Germany

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### Company data

Company:	<b>Bigpoint GmbH</b>
Street adress:	Sachsenstraße 20
Zip Code / Place:	20097 Hamburg



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### Contact Person

Name:	Avantika Thakur
Position:	Junior Recruiter
Street adress:	Sachsenstraße 20
Zip Code / Place:	20097 Hamburg
E-mail:	a.thakur@bigpoint.net

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### Job description

*We are searching for a Workstation Administrator. In this position you will take care of our employee's hard- and software. With your expertise in office technologies, you improve the user experience and productiveness of your colleagues on a day-to-day basis, striving to keep the workspace on a state-of-the-art level.*

### RESPONSIBILITIES

- Management of the user account live cycle (adding users, permission levels, troubleshooting authentication issues, etc.)
- Installation, repairs and support of workstation hardware and software
- Administrating client side of communication services (e.g. landline phones and mobile phones, chat software, email client etc.)
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Client network support (patch management, WiFi, VPN)

- Maintenance and improvements of Office technology (Conference room equipment, printing infrastructure, info terminals etc.)
- User oriented documentation of aforementioned technology
- Support of purchasing process for workstation related hardware and software



## **REQUIREMENTS**

- Qualification in the field of IT technologies
- 3+ years of professional experience in a comparable position
- Advanced knowledge of several of the following office technologies: Windows and Mac OS clients, Microsoft Active Directory, Networking basics, Microsoft Office 365 & Exchange administration
- Ability to identify improvement potential for services rendered to employees
- Strong customer service orientation and problem solving skills
- Ability to multitask in a fast-paced environment
- You are a team player who enjoys working with other departments on shared goals
- Fluent in written and spoken English. German language skills are beneficial

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