

Joboffer dated from 06/18/2020

SYSTEM ADMINISTRATOR (m/f/d) - 3487694

Field:	Programmer: IT / Backend / Client / Web
Type of employment:	Full-time
Entry date:	immediately
Zip Code / Place:	20354 Hamburg
Country:	Germany

Company data

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



Contact Person

Name:	Avantika Thakur
Position:	Junior Recruiter
Street adress:	Sachsenstraße 20
Zip Code / Place:	20097 Hamburg
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Job description

The Office IT at Bigpoint represents a service focusing on supporting our internal employees. The main purpose is to make sure needed technology is available and easy to use. We are also a bridge to other internal departments like the supply management as well as external service partners.

One task of the Associate Administrator is providing a fast and satisfying 1st level support to Bigpoint's employees together with Junior Administrators. As a secondary objective, he/she fully engages in server administration and projects as provided by Team Lead and Senior Administrators.



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RESPONSIBILITIES

- Support employees with any matters concerning the office's IT equipment (client hardware, installed software, meeting room technology)
- Operate office server rooms (rack in new servers, remove old HW professionally, label devices, backup configurations, configure switches or VPN devices)
- Automate recurring tasks where appropriate with scripting in powershell or bash (e.g. backup of config data into git, create monitoring extensions, copy files)
- Support Software License Management
- Server Administration in general (order/ setup/ update/ migrate/ document)

1 - Communication services: Mobile Phone Management, Asterisk Phone system, E-Mail with Exchange and Office 365, VPN with MFA

2 - Business Applications: Active Directory, Filesharing solutions, Billing systems, Banking SW, SAP (with partners)

3 - Misc: VMWare/HyperV, Storage systems, Certificate Authority, DHCP, DNS, Azure Sync, Antivirus, SQL, SCCM deployment system, Printing, Camera system...

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REQUIREMENTS

The required qualifications/experience are:

- Professional education in IT Business is required
- 3-5 years experience as an IT System Administrator for Server and Client Technology
- Fluent in written and spoken English ☐

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The key skills (functional/technical) are:

- Advanced knowledge about administrating common office technologies (Windows Client Management, Windows Server Roles, Active Directory, Backup, Monitoring, Virtual Machines)
- Conceptual knowledge of network infrastructures with routers, switches, VLANs and IP subnets
- Ability to hands-on exchange HW components in workstations, set up workplaces and work with server HW in the server rooms

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The attitude and behavior to be successful in this role are: ☐

- Strong customer service and problem solving skills
- You are a team-player and you like to share knowledge
- Self-motivation to find solutions and read into documentation
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- Ability to multitask in a fast-paced environment
- Professional attitude and work habits ☐
- Ability to learn new content areas and new skills quickly and well required

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