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System Administrator-Helpdesk (m/f/d)



Vienna



Full-time
employee



Professional/Experienced



38000-42000



4,4

Your tasks:

- Manage, configure, and prepare IT client hardware including laptops (Windows & Mac), meeting rooms and peripheral devices.
- Provide first-level support, addressing technical issues, installing software, setting up new devices, and managing user access to internal networks and services.
- Maintain and update comprehensive IT documentation to ensure clarity and continuity of processes.
- Act as a key contact person, providing effective communication and support for technical issues within the office.
- Collaborate closely with different departments to understand and fulfill onsite IT needs efficiently.
- Contribute actively as part of the central services team at the Vienna office, operating within an international, cross-functional environment.

Your skills:

- You have previous relevant experience in IT support,

system administration, or a similar helpdesk role.

- You possess strong problem-solving skills, a practical approach, and enjoy troubleshooting and resolving technical challenges independently.
- You are well-organized, communicative, and service-oriented, capable of managing multiple tasks simultaneously.
- You have excellent communication skills in English and German (both written and spoken)
- You are enthusiastic, motivated, and proactive, with a positive attitude towards learning new skills and technologies.

About the job

Learn more... 

Your benefits

Insurance.png Pension.png sports_classes.png mobile_devices_for_private_use.png DrinksFood.png Proficard.png Bike.png flexible_home_office.png officedogs.png goblet.png

Your contact person

You still got questions about the job.
Feel free to get in touch with us.



Leroy Streitenberger

Contact me

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