

CBmed is a center for biomarker research in medicine with headquarter in Graz. It links excellent research infrastructure, scientific expertise, medical knowledge, national and international industry partners for systematic medical biomarker research.

To strengthen our team in Graz, we are seeking to recruit an ambitious, committed

IT Support Specialist (f/m/d)

Tasks:

- Set up, supervise, and ensure correct operation of all IT-related devices (servers, workstations, laptops, videoconference system, lab computers, networks, label printers, bar code scanners, access control system and others)
- React promptly to staff IT support and assistance needs and provide proactive solutions.
- General server and networking administration (back-ups, updates, security logs, WiFi).
- Assisting in migrating local IT solutions to cloud providers
- Tracking and keeping software licenses, subscriptions updated (e.g. Operating systems, Microsoft 365, scientific software from the laboratories) and website maintenance
- User and file administration (e.g. on- and off-boarding of employees, sharing large data sets with third party institutions with an emphasis on security and GDPR)
- Maintaining the IT inventory

Skills and Abilities:

- Experience working in IT support is an advantage
- Confidence in solving frequent user problems on Windows and MacOS (experience with solving Linux problems is a plus)
- Experience with Microsoft products, especially Active Directory, Microsoft 365 and Microsoft Admin, SharePoint, Power Apps (experience with Azure services is a plus)
- Experience in server administration and networking (Windows and Linux)
- Confidence in working with the Windows Console and Linux Terminal is a plus
- Basic software development knowledge (e.g., Python, R, Java, batch/bash scripting) and experience working collaboratively (source control management, ticketing systems) is a plus
- Experience with relational data base design, management and implementation is a plus
- Willingness to co-ordinate holidays with a second colleague so that at least one person is always available at the office for IT support
- Careful, accurate and reliable way of working with a high degree of self-organization and independence. Open to resolving unforeseen and complex technical situations and constant learning
- Good listening, communication, and personal skills to provide understandable explanations to the staff and solve problems quickly
- Very good command of English, spoken and written. Good command of German is a plus

You will have the opportunity to work in an international connected company, within a young, dynamic, and international team.

We offer an unlimited contract with a minimum annual salary from € 15 000 gross based on 20 hours/week. Overpayment is possible, depending on qualifications and work experience.

Start date **01.02.2023**.

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