



We are looking for an:

IT System Administrator

ifii

Institut für Innovations- und
Informationsmanagement

Support us at the Institut für Innovations- und Informationsmanagement (ifii). Become part of our interdisciplinary team. We offer diverse and exciting projects in an innovative working environment. The Institute is looking for a:

IT System Administration Project Employee (m/f/d) 35-40 hours/week, starting immediately - provisional contract until December 31, 2025.

Your responsibilities

- With ingenuity and reliability, you will provide technical and content-related support for our innovation lab with several demonstrators. You will be responsible for:
- Development and implementation of IT concepts
- Installation and configuration of IT solutions
- Administration and maintenance of software and hardware
- Planning, control, and administration of our IT systems, including employee hardware
- Instructing and advising employees and visitors in workshops

Your profile

- You are a trained IT specialist or have several years of data center experience, particularly in system administration
- Knowledge of digital solutions, in particular Windows & Office products and MS SharePoint
- Knowledge of legal regulations, IT security and data protection
- Experience in server administration and network management
- A strong team spirit and an interest in continuous professional development
- You don't feel like you fit this description but still feel up to the task? Introduce yourself anyway.

Our benefits

- Diverse, exiting tasks in an innovative working environment
- Flat hierarchy and short decision-making processes
- Open, constructive teamwork in a pleasant working atmosphere and a modern environment
- 30 days of vacation and an attractive salary - remuneration is in the TVL 11 range.
- Flexible working hours and excellent transportation connections (Location: Eisenbahnstr. 109 in 14542 Werder (Havel)).
- Provision of modern hardware and the opportunity for mobile working.
- Motivated and friendly team.

If you are interested, please send your application with cover letter, CV and samples of your work, quoting the reference number **DIW 2024-02-29** to the Institut für Innovations- und Informationsmanagement GmbH, Eisenbahnstr. 109 in 14542 Werder or by e-mail to bewerbung@ifii.eu (max. 5 MB).

For further job offers and information, visit: www.ifii.eu