



Show me **how** you write & I'll tell you **who** you are

IT Administrator(m/f)

Symanto is an artificial intelligence company distinguished by its proprietary technology on linguistic algorithms & psychology. This innovative approach allows us to help brands to build even more successful relationships with their customers & stakeholders by automating the psychological profile of people irrespective of language & culture. At the end of the day, we aim to provide the deepest understanding of people through psychology & A.I.

We are currently looking for an IT Administrator (m/f) who can support our team by taking care of the whole hardware & software asset management, as well as IT administration.

Main Tasks:

Hardware asset management & user support

- Maintenance of our Windows Server infrastructure (AD, Hyper-V, file shares)
- Server and network monitoring & incident resolution
- Windows Server & workstation update management
- Workforce hardware maintenance (conference system, projector, mobile devices)
- First level support w.r.t. Windows OS & Office 365 products
- Network and firewall maintenance

Software asset management

- Keeping documentation of current assets up to date
- Managing licenses in close collaboration with vendors & partners
- Cost calculations and cost forecasting
- Preparation of strategic management decisions on updating/upgrading/removing assets in alignment with our cloud strategy

DevOps

- Administering MS Azure subscription including user rights management and all products and services used by Symanto IT

IT Security management

- Maintaining hardware & software protection systems
- Developing and implementing anti-malware strategy
- Developing and implementing crisis recovery and business continuity plans

Your profile:

- University degree or comparable qualification as IT specialist with focus on system integration or computer science
- Ideally 3-5 years experience in IT administration with focus on windows server
- Ideally experience in cloud computing

Send us your application with CV & motivation letter along with your earliest starting date to hr@symanto.net

