

System Administrator / IT All-rounder

WindStone International, an international architectural office based in Berlin, is looking for a system administrator to take on all aspects of IT in a Microsoft Small Business and Exchange environment.

Requirements

- Minimum three years experience with IT office infrastructures, ideally in an architectural office.
- An in-depth understanding of Microsoft Small Business and Exchange servers.
- A good practical understanding of network security and remote access technologies.
- Fluent English; German will be an asset.
- Ability to work with the corporate context in mind, while also providing IT support towards making the team and management more efficient in delivering great architecture.
- Relevant network and security certifications are required.

Responsibilities

- Continuously optimize the existing infrastructure while ensuring total data integrity and accessibility.
- Develop and pursue a comprehensive IT strategy in close coordination with the management.
- Maintain operation systems and key applications on all workstations.
- Develop and implement a comprehensive archiving and backup system.
- Optimize all telecommunications and telephony, and find the most economical solutions for international communications.
- Create user policies, SOPs, IT documentation, and knowledge management tools.
- Develop local databases and maintain websites.

Commitment to determining the very best approach to solving a problem and to establishing effective systems is required. Previous experience in an architecture office is an advantage - trained architects also welcome.
Knowledge of Auto CAD software will be a plus.

If this has caught your attention please send your application via email to:
info@windstone-international.com