

Wartość dodana
do każdego projektu



For one of the leading, international company, specializing in the professional legal services we are currently looking for an enthusiastic and motivated professional to join our Warsaw office in the position of:

IT Support Specialist

OVERALL PURPOSE & OBJECTIVE

PROVIDE HARDWARE AND SOFTWARE END USER SUPPORT

- Working within the Support Service team to provide a hardware and software support service with the local office:
 - ✓ managing escalated user queries from the Service Desk
 - ✓ assisting users with hardware and software problems
 - ✓ implementing, maintaining and managing the desktop computers, laptops, printers and other hardware.

ACTIVE CONTRIBUTION TO SUPPORT SERVICES

- An active contribution within the support services function:
 - ✓ a personal commitment to learning and growth,
 - ✓ sharing of information with others
 - ✓ developing expertise in a number of areas,
 - ✓ contribution of KB articles submitted, representing Support Services within a project teams.

REQUIREMENTS

GENERAL REQUIREMENTS

- University graduate in IT sciences;
- Excellent communication skills;
- Very good organizational & planning skills;
- Ability to work in a demanding environment and meet the deadlines within the tight schedules;
- Ability to multitask;
- Fluent in English (written and oral proficiency).

TECHNICAL QUALIFICATIONS

- Hands-on experience in desk side troubleshooting (PCs, Printers);
- Application support experience of: word processing applications (MS Word 2010), document management systems (Interwoven), email applications (MS Outlook), distributed time entry programs (DTE), spreadsheet and presentation applications (MS Excel/MS Powerpoint), and remote communications applications/security (Citrix/Secure ID).
- Administrative knowledge and experience of Microsoft back-office products, including (but not limited to) Windows 7-8/Active Directory, Exchange, Windows Server 2003-2012;
- Understanding of Networking Directory Services, Microsoft ADS, LDAP, TCP/IP DHCP, DNS, WINS.

WHAT DOES OUR CLIENT OFFER

- Attractive conditions
- Private health care
- Interesting duties in an international organization
- Trainings and development program
- Friendly and open work atmosphere in professional team.

TO APPLY

We look forward to receiving your CV in Polish and English version: urszulakurnicka@bdp-hr.pl

Please add a following statement to your application: „Wyrażam zgodę na przetwarzanie moich danych osobowych dla potrzeb niezbędnych do realizacji procesu rekrutacyjnego realizowanego przez HR Consulting (nr 5936), zgodnie z przepisami ustawy z 29.08.1997 o Ochronie Danych Osobowych (Dz. U. z 2016 r., poz. 922 ze zm.)