



WE ARE LOOKING FOR A Administrator for IT infrastructure

We develop insights- for the health and life of people

We are a leading, future-oriented young company for biosensors and digital diagnostic platforms. We build the core competencies of our company on the qualifications of our employees and their many years of practical experience. At our location in Berlin-Adlershof with about 30 employees we develop and produce a novel digital diagnostic platform for rapid antibody diagnostics and soon also revolutionary DNA rapid diagnostics.

We address industrial companies, laboratories, physicians, clinics and pharmaceutical companies that require timely results and reliable statements in the field of immune and targeted DNA diagnostics.

The company is constantly growing. We are looking for an

Administrator for our IT infrastructure

Your tasks

- Ongoing management of our IT infrastructure (Microsoft 365, Azure AD, locally installed applications, mobile devices, Microsoft Azure, SharePoint, Exchange...)
- Supporting colleagues with hardware and software issues
- Accepting and processing user tickets within the company, currently in cooperation with the external service provider
- Maintenance and continuous updating of system documentation
- Implementation of CRM/ERP/Service Desk
- Purchasing IT

Your profile

- Successfully completed vocational training as an IT specialist (m/f/d) specializing in system integration or a comparable qualification
- Good knowledge in the administration of IT infrastructures, both hardware and software, especially Microsoft 365, Office, Azure AD, SharePoint
- Experience in administration of network structures
- Good knowledge of Windows client and server systems
- Very good knowledge of German and English



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Your personality

- Strong customer and service mentality
- Organizational talent and strong communication skills
- Team player and ability to work independently and in a structured manner
- A cool head in hectic times

Our offer

- A great team in a company on a very successful path
- Personal and professional career opportunities
- Benefits such as company pension plan
- Free drinks (coffee, tea, water) fruit and vegetables in the office
- Possibility of mobile working
- Freedom to develop and implement your own ideas
- Attractive compensation
- A dynamic and innovative working environment in the heart of the biotech scene in Berlin-Adlershof

If you would like to be part of something big and you see yourself in the profile, we look forward to receiving your complete application documents with earliest possible starting date to Sabine Massenkeil-Kultus, career@inventicsdx.com.