JOB ADVERTISEMENT: IT & FACILITY COORDINATOR

JOB SUMMARY

We are seeking a skilled and motivated IT & Facility Coordinator responsible for providing technical support for computer systems, hardware, and software while overseeing the management and maintenance of facility operations. This dual role is ideal for individuals who excel in technical problem-solving and operational management.

PRIMARY RESPONSIBILITIES

IT Responsibilities:

- Provide technical assistance and support for computer systems, software, and hardware.
- Respond to technical queries in person, over the phone, or via email.
- Perform diagnostic programs, troubleshoot problems, and implement solutions.
- Maintain and ensure the performance of computer systems and networks (LAN/WAN).
- Install, modify, and repair hardware and software systems.
- Oversee the installation of computer peripherals and perform system cleanups.
- Write technical manuals, conduct user training, and ensure feedback loops for system improvements.

Facility Responsibilities:

- Oversee building maintenance and ensure compliance with safety and operational standards.
- Coordinate contractors for HVAC, electrical, emergency generator maintenance, and fire suppression systems.
- Manage facility assets and inventory, including IT and facility-related equipment.
- Monitor security and physical access systems to ensure compliance with policies.

- Conduct regular inspections to maintain workplace safety and efficiency.

- Plan and supervise cleaning, waste management, and other facility services.

- Address facility-related incidents promptly and coordinate repairs or improvements.

- Collaborate with vendors for procurement and maintenance of facility resources.

Qualifications

- University Degree in Computer Sciences, Facility Management, or related fields (preferred, not required).

- At least 2 years' experience in IT or Facility Management roles.

- Knowledge of Windows server administration, VMware, Linux, and IT processes.

- Experience in facility operations, health and safety standards, and contractor coordination.

- Certifications in IT systems or Facility Management are advantageous.

- Strong analytical and organizational skills with a proactive approach to problem-solving.

- Fluent in English (both written and spoken).

- German language skills preffered, not mandatory.