

IT System Administrator / Internal IT Support (m/f/d)

We are seeking an experienced and motivated IT System Administrator to join our team. In this role, you will be responsible for the administration, optimization, and continuous development of our IT infrastructure, with a focus on Microsoft 365, Atlassian Jira, and Confluence environments. The ideal candidate combines strong technical expertise with a proactive, solution-oriented mindset and enjoys working in a dynamic and collaborative environment.

If you are passionate about modern IT systems, network administration, and supporting business-critical infrastructures, we invite you to apply and become part of our growing team!

Responsibilities

- Administration and further development of **Microsoft 365** as well as **Atlassian Jira and Confluence. SharePoint**
- Administration of virtualization environments (VMware, Hyper-V, Proxmox, QEMU).
- Support and configuration of firewalls (OpnSense, pfSense, Sophos, Cisco, Unifi), including Cisco IOS CLI.
- Planning, setting up, and administration of highly available IT infrastructures (servers, networks, storage, virtualization).
- **Support for internal office IT infrastructure** (including Windows clients, mobile devices, peripherals such as printers/scanners).
- **User and rights management** (Active Directory, Azure AD, role management in Jira/Confluence).
- **License and asset management** (documentation of hardware, software, and licenses), Intune
- **Coordination and processing of support tickets** (1st/2nd/3rd level support)
- Support in the area of **IT security** (patch management, endpoint security, implementation of internal guidelines).

Requirements

- Completed training as an IT specialist for system integration or comparable qualification.
- Several years of professional experience in the administration of IT systems and infrastructures.
- In-depth knowledge in the following areas:
- Virtualization (VMware, Hyper-V, Proxmox, QEMU).



- Windows server environments and Microsoft 365, as well as Atlassian Jira and Confluence.
- Network and firewall administration (OpnSense, pfSense, Sophos, Cisco, Unifi).
- Storage (SAN, NAS) and backup solutions.
- Client operating systems (Windows 10/11, ideally also macOS/Linux).
- Experience in 1st, 2nd, and 3rd level support.
- Knowledge of ticket systems (e.g., Jira Service Management, OTRS, ServiceNow).
- Basic understanding of IT security and compliance (e.g., GDPR, internal guidelines).
- Analytical thinking, solution-oriented approach, and high service orientation.

Personal skills

- Independent and structured approach to work.
- Ability to work in a team and strong communication skills.
- Willingness to take responsibility for complex IT systems.
- Enthusiasm for the further development of IT infrastructures and new technologies.

Applications should be submitted exclusively via the Career Center profile.
Please include the GDPR consent clause regarding the processing of personal data.
Only selected candidates will be contacted.

Klauzule RODO

Informujemy, że Administratorem Danych Osobowych jest Peak Mobility sp z o.o., ul. Towarowa 37 lok 215, 61-896 Poznań.
Dane osobowe będą przetwarzane w celu rekrutacji na stanowisko wskazane w ogłoszeniu. Dane przekazywane do Peak Mobility Sp. z o.o. są dobrowolnie i istnieje prawo dostępu do treści danych oraz możliwość ich poprawiania, usunięcia oraz ograniczenia ich przetwarzania.

Do dokumentów aplikacyjnych prosimy o zawarcie następującej klauzuli:
*"Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w aplikacji o pracę przez **Peak Mobility Sp.**
z o.o. w celu realizacji bieżącego oraz przyszłych procesów rekrutacyjnych, zgodnie z Rozporządzeniem Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. (RODO).
Przyjmuję do wiadomości, że administratorem moich danych osobowych jest **Peak Mobility**,
z siedzibą w **Poznaniu, Towarowa 37 lok 215**. Moje dane będą przetwarzane wyłącznie w celach rekrutacyjnych i nie będą udostępniane podmiotom trzecim bez mojej zgody."*

