



## IT System Administrator (f/m/d)

Are you passionate about IT and do you enjoy proactively solving problems? Join our team and ensure that our employees' hardware and software operate smoothly!

By actively contributing to the continuous improvement of our systems, you will play a key role in shaping our IT future.



Graz



Part-time / full-time

TimeTac is a continually growing and innovative software company with a focus on developing and providing web-based and mobile time tracking solutions. We maintain a modern, open corporate culture with a strong vision and a great working atmosphere in which creative thinking is encouraged. The products of TimeTac are among some of the leading cloud applications in the categories of time tracking and absence planning solutions.

### Your future Role

- Provide proactive support for internal IT hardware and software issues to ensure seamless operations for our team.
- Set up, configure, and maintain hardware devices (including workstations, laptops, printers, etc.) and workspaces. You will also be responsible for selecting the required hardware and coordinating procurement details.
- Manage software licensing and administer user access.
- Oversee and optimize our 3CX telephone system.
- Support in maintaining, managing, and optimizing our internal network infrastructure, including firewalls, switches, and WLAN systems.
- Support the implementation and compliance of our security policies within the ISMS, document IT assets and licenses, and contribute significantly to achieving and maintaining ISO 27001 certification.
- Continuously improve our IT infrastructure, potentially assisting with IT integration for new locations, such as our expansion in Spain.
- As part of the DevOps team, you will report directly to our DevOps Team Lead.

### Your Skills

- At least 2 years of professional experience in IT system administration, technical support, or a similar role.
- A completed technical education, such as an HTL diploma, IT technician apprenticeship, or an equivalent qualification.
- Solid experience in setting up and troubleshooting hardware issues (printers, scanners, client systems, networks, etc.).
- Ideally, experience in managing endpoints across multiple operating systems (Windows, Mac, and Linux).
- Strong knowledge of network administration and experience with telephone system setup and maintenance is an asset.
- Familiarity with MDM solutions and experience in license management is beneficial.
- Hands-on problem-solving skills combined with an independent, self-organized work approach.
- Ability to remain calm under pressure and handle stressful situations effectively.
- Excellent communication skills in both English and German (minimum C1 level) to effectively engage with our international team.

### This may inspire you

- a modern office in the city center of Graz
- flexible working time models
- mutual appreciation and respect
- possibility to work up to 2 days per week remotely
- 4 € food voucher for every day in the office
- continuous learning culture
- multicultural team with great team spirit
- initiatives for mental and physical fitness

We welcome applicants of any gender and origin to become part of the success story of our highly motivated team.

The stated position is available for both **full-time** and **part-time** employment, with a minimum of **30 hours per week**. For this role, we provide a minimum gross annual salary of € 34.622,- (AT Einstiegsstufe) in accordance with our IT collective agreement.

Considerable over-payment is possible for ideal candidates with relevant experience and qualifications.



## Your Contact

**Astrid Pfeiler**

Specialist Talent Acquisition & Recruiting

