



IT-Services/Administration (m/w/d)

The Hellwig Wertpapierhandelsbank is acting as a broker at the Frankfurt stock exchange (FWB) since 1975. As a Frankfurt market specialist we are currently overseeing mandates of nearly 3000 bonds and thereby holding a leading position in market making. Further main topics are commissions and proprietary trading of a broad spectrum of bonds. Our clients are amongst others, a variety of domestic and international banks, hedgefunds, foundations and asset managers. All of them benefiting from our expertise that has grown over decades and furthermore our neutral access to the capital market.

In order to maintain our high level in supplying financial services, we are looking for a strong addition to our team in Frankfurt a.M, therefore the job opening in the area of IT- Services/Administration.

Tasks:

- 1st- und 2nd-Level-Support
- Client- und Serveradministration
- development and implementation of projects as part of IT-operations
- IT assetmanagement (planning, budgeting, acquisition, etc.)
- to maintain and improve the IT-database and documentation

Qualifications:

- a degree in computer science or a related discipline or
- you have successfully completed a vocational training in the IT field as IT specialist (application development)
- good knowledge in the administration and operation of MS Windows-Clients
- good knowledge in the administration of MS Windows- Server, Exchange and Active Directory
- good knowledge in dealing with MS Office
- good knowledge in the administration of VoIP telephone systems
- very good German language skills written and spoken, as well as a good knowledge of English
- carefully structured working methods in a team as well as independently
- knowledge in SQL and the administration of Linux-Servers are preferable

What we offer:

- the challenges of working in a demanding and diverse environment
- a flat hierarchy and therefore fast decision making processes
- opportunities for further training and education
- company pension scheme
- working in a team with a comprehensive insight into stock exchange trades as well as off-market bond trading

For applications please use the interface on our homepage, we are looking forward to meet you:

<https://www.hellwigbank.de/index.php/online-bewerbung.html>