

With a network of 130 offices in over 90 countries, the AHKs represent German business interests with a unique customer oriented and localized service portfolio. Traditionally, the chamber is a members' association, a service provider and the key institution for promoting Germany's overseas business development in Japan based on a federal mandate. To strengthen our team, we are looking for:

## IT-administration and IT-development professional

### Your tasks

#### IT Administration

- Administration and maintenance of a Microsoft 2008 Server Network with Windows 7 professional clients
- User Support and training (Microsoft and iOS environment)
- Management of further IT infrastructure (mostly Cisco and Sophos server products)

#### IT Development

- Evaluation of necessary purchases in line with the organization's strategy
- Support in selection of new hard- and software
- Support in documentation of infrastructure
- Support in documentation of IT processes

#### CRM Tool introduction & administration

- Support in documentation of internal processes
- Support in implementation
- Support in adapting user interfaces & views

### Your profile

- Excellent knowledge of MS Server infrastructure
- Several years of experience in administrating IT networks
- Consulting approach: capable of evaluating necessary changes in IT infrastructure following development of organization
- Languages: Fluent in Japanese, English full professional proficiency, German knowledge is a plus

### Our offer

- Close cooperation with the management
- Possibility to participate in projects within the framework of activities done by AHK Japan
- Attractive working environment
- Salary depended on level of qualification and experience
- Local employment