

ACOLIN is one of the leading providers of cross border fund distribution services in Europe and is enjoying strongly growing demand. With more than 80 employees in Zurich, London, Luxembourg, Geneva, Dublin, Madrid, Milano, Belgrade and Constance, the ACOLIN Group is servicing more than 500 international Asset Managers and grants them access to its distribution network, comprising more than 3000 banks, global fund platforms and further institutional investors.

ICT Support within an international environment is your passion.

For our headquarters in **Zurich**, we are looking as of now or upon agreement for an engaged and reliable

Junior IT Helpdesk Technician (m/f/x) (100%)

In this very diverse role you are responsible for the entire 1st and 2nd level ICT support.

Your tasks:

- Serving as first point-of-contact for IT helpdesk concerns
- Response to end user IT issues in a timely manner
- Diagnosis and correction of routine problems with laptops, peripherals, and printers
- Definition and revision of frequent difficulties with end-user software, including Microsoft Windows, Microsoft Office, Adobe Acrobat, and business-specific applications
- Organisation and carrying out of training sessions for employees
- Support with setup of workstations and equipment for new and existing users
- Assistance in organising and tracking of IT assets
- Other IT duties as assigned by supervisor

Your profile:

You are an entrepreneurial personality for whom networked thinking is a matter of course. You have completed a professional training in computer science or command comparable practical experience. As a communicative and resilient personality, you have strong organisational and coordination skills and are used to working independently and reliably. Your German and English language skills, both spoken and written, are excellent. The Microsoft Office and Windows client/server environment is your passion and IT topics appeal to you. Ideally you are between 22 and 30 years young.

Our offer:

You can expect an international and dynamic environment with a well-rehearsed team and lean structures. Since satisfaction of our employees is very important to us, we are providing the basis to further develop your personal and professional skills. Additionally, we offer modern offices, flexible working hours and attractive employment conditions.

Do you want to be part of a growing, future-orientated company?

Then we should absolutely get to know each other. Please submit your complete application documents in one PDF including salary expectations by email to career@acolin.com

Your contact: Ms. Tanja Wolf | Group Human Resources Manager | ACOLIN Fund Services AG | Affolternstrasse 56 | 8050 Zurich