

# IT Administration

(m/f/d)

## Company description

K1-MET is one of the leading and internationally renowned metallurgical competence centres for ferrous and nonferrous metallurgy in Austria working on research issues such as energy efficiency, circular economy, and climate neutral metal production, as well as digitalization potential of the metal-producing sector. The basis for a fruitful development of K1-MET is the well-established co-operation with our partners from industry and academia. Our main sites are in Linz and Leoben, Austria, in close proximity to the most important locations of the Austrian metal industry. Together, we are working on process solutions to advance the modernization of the European metallurgical industry, driving forward the development and application of advanced future technologies from fundamental research towards industrial implementation.

## Description of position and tasks

During your employment you will be part of an international and professional team. Your work will make an important contribution to ensuring smooth IT operations and the further development of our IT infrastructure. You will help to ensure that our existing and new IT solutions function efficiently and securely. You will also ensure that our employees are equipped with high-performance IT systems and can carry out their work productively and securely.

- Supporting employees in IT matters, mainly Microsoft client systems
- Support for centralised device management (Microsoft Intune)
- Supply and management of new mobile phones or computers for employees

## Competences and experiences

We are looking for the following competences and experiences:

- Sound education at Matura level (equivalent to high school diploma) or higher
- Experience with the use and maintenance of IT operating systems
- Experience with various operating systems (Microsoft, Linux, ...)
- Interest in IT system processes and IT problem solving
- Independent, responsible and conscientious way of working
- Good written and spoken German and English skills
- Written and oral communication skills

Start of employment:	immediately
Duration of employment:	unlimited
Type of employment:	part time (number of working hours negotiable)
Employer:	K1-MET GmbH, <a href="http://www.k1-met.com">www.k1-met.com</a>
Place of work:	Linz, Upper Austria
Compensation:	The gross salary for this position is at least € 2,784.29 (14 x p.a., full-time) according to the collective labour agreement of mining and iron-producing industries. The actual salary depends on the respective qualification and professional experience.

Does this position sound interesting to you? Then feel free to send your CV, a motivation letter, and your references to [office@k1-met.com](mailto:office@k1-met.com), using "IT Administration" as the subject of your email. The position is open starting right away until a suitable candidate is found. International applications are encouraged. As a family-friendly company, K1-MET GmbH guarantees equal opportunities regardless of gender and origin.



**Employer**  
K1-MET GmbH  
[office@k1-met.com](mailto:office@k1-met.com)  
[www.k1-met.com](http://www.k1-met.com)

**K1-MET Head office**  
Stahlstrasse 14  
4020 Linz  
Austria

**Contact K1-MET**  
Mag. Gerold Huemer  
Authorised Representative  
Head of Finance