

中国检验认证集团德国有限公司（英文缩写：CCIC Germany GmbH）是 CCIC 在欧洲设立的第一家以检验、鉴定、认证和测试为主营业务的独立第三方检验认证机构。

现公司综合部诚招电脑维护、IT 日常管理。

职位任务：

1. Linux 和 Windows 服务器维护；电脑软硬件维护和技术支持
2. 办公设备（打印机，Wlan 等）维护
3. 公司网站和微信公众运营和更新
4. 公司宣传物料，文档模板等制作
5. 中检信息平台公司管理员工作，权限管理，数据统计等工作
6. 考勤系统管理
7. 公司通讯合同管理
8. 远程会议安排
9. 其他办公室工作

职位要求：

1. 计算机、电子、通讯，自动化专业等相关专业本科以上学历；
2. 中文母语，英语或德语熟练；
3. 热爱 IT 工作，具备较强的责任心、职业操守及团队协作精神；
4. 有同业从业或实习经历者优先考虑。

职位性质：正式员工

开始日期：即日起

人数限制：1 人

招聘要求：

请把应聘书、个人简历、薪资要求、毕业证书等其他相关资料发送到邮箱 hr-accounting@ccicgermany.com

CCIC Germany GmbH is the first third-party inspection and certification institution of CCIC Group in Europe. The main business includes inspection, authentication, certification and testing.

The company's Admin department is looking for computer maintenance and IT management.

Task:

1. Linux and Windows server maintenance, Computer hardware and software maintenance and technical support
2. Maintenance of office equipment (printer, Wlan, etc.)
3. Company website and WeChat operation and update
4. Design of promotional materials, document templates, etc.
5. CCIC information platform administrator, authority management, statistics, etc.
6. Attendance system management
7. Management of communication contracts
8. Remote meeting arrangements
9. Office work

Requirements:

1. Bachelor degree or above in computer, electronics, communication, automation and other related field;
2. Native Chinese, fluent in English or German;
3. Love IT work, have a strong sense of responsibility, professional ethics and teamwork spirit;
4. Working experience or internship experience are preferred.

Job Type: Full-time employee

Start Date: From now on

Number limit: 1 person

Please send the application letter, resume, salary requirements, graduation certificate and other relevant information to the mailbox hr-accounting@ccicgermany.com