



Job Advertisement

Job ID
20/21
Application by
31.01.21

The **Leibniz Institute on Aging - Fritz Lipmann Institute (FLI)** in Jena is a federal and state government-funded research institute and member of the Leibniz Association (Wissenschaftsgemeinschaft Gottfried Wilhelm Leibniz e.V.). FLI's internationally visible and highly competitive research is focused on biomedical causes of aging. Scientists from over 40 countries are investigating the molecular mechanisms of aging and the occurrence of age-related diseases. Our aim is to create a basis for new approaches in medicine as a way to improve health in the elderly (www.leibniz-fli.de).

The **IT Infrastructure** department is responsible for the operation of the system infrastructure consisting of Windows and OSX systems and operates at a high level and with state-of-the-art technology. The department works closely with the Core Facility. Life Science Computing, which is responsible, for scientific IT issues. Additionally, it is the point of contact for scientists, technical and administrative personnel. **As soon as possible** we are looking for

System Administrator SAP / ORGA (m/f/d)

Your tasks:

- User helpdesk and technical support for Windows Clients, Adobe, Office programs, support for SAP ERP systems in cooperation with the external provider
- Creation, documentation and mapping of business processes, maintenance and update of documentation
- Participation in projects and development of concepts
- Report design & generation from SAP and other internal data sources
- Job monitoring und provider management
- Optimization of internal workflows and processes in cooperation with the relevant administrative departments

Your qualifications:

- Degree in business informatics, industrial engineering or comparable vocational training with relevant work experience; lateral applicants with a high IT affinity welcome
- Experience in process or project management
- Experience in user support of ERP systems, preferably SAP
- Negotiation and communication skills
- Fluent in German and English

We offer:

- A motivated team in an international working environment, offering optimal support during the initial training period
- The contract conditions will be according to the collective labor agreement for public service employees of the Federal States (TV-L), initially limited to 2 years
- Salary depending on related professional experiences plus an attractive occupational pension (VBL)
- Flexible working times, a family-friendly working environment as well as opportunities for qualifications and training

Application:

Candidates are encouraged to send their application referring to **Job-ID 20/21** until, **January 31, 2021**

By Email: jobs@leibniz-fli.de
one single-pdf-document

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