

System Support Specialist (m/f/d)

Temporär Jobregion: Basel Stellenprozent: 100%



Beschreibung

For our international partner based in Basel, we are looking for a qualified and motivated **System Support Specialist** for a temporary contract of 12 months with a possible extension.

Portfolio and Resource Management enables Global Procurement to better manage and prioritize a comprehensive portfolio and ensures that we focus our resources on the activities that provide the highest value. monday.com is our enabling technology for this. We are looking for somebody who is working on the below following activities.

The department is looking for a candidate who has already experience with monday.com which is a tool to build and manage any process, project or workflows. It is a new role and the person needs to have a passion for technology, IT tools and already experience in large companies, global & multicultural.

Tasks

- Work closely with GP`s PRM function to ensure relevant needs and new requirements are reflected in monday.com
- Maintain existing boards, data and mappings in monday.com
- Build new boards for new use cases or evolved needs in monday.com
- Manage user access (e.g. new employees, employees that are leaving)
- Create and maintain training material
- Become an active member of the PRM monday.com Champions group
- Support GP employees in regards to monday.com related questions
- Collaborate with monday.com to understand new features and also addresses GP`s needs

Must Haves

- Min. commercial diploma or similar, BA in economics or technology is a plus
- Experience in large companies, global & multicultural
- Gained first experience in technology related project management

BERATER



Adnan Ferizi
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Seniority Level
Mitarbeiter

Berufskategorie
Administration /
Verkauf / Einkauf

Stellenprozent
100%

Jobtyp
Temporär

Referenz-Nr.
AFE-AVE-T-21319

Jobregion
Basel



- Demonstrates a customer centric mindset and understands GPs ways of working
- Good knowledge of IT tools and Google Suite
- Has a passion for technology, data and process management
- Is self-motivated and proactive with a very high degree of reliability
- Has a positive mindset and is willing to learn
- Good communication skills
- Fluent in English written and spoken is a must

Nice to Have

- Knows monday.com and has worked with the tool (would be beneficial but is not required as monday.com can be learned easily)

Are you interested? Do not hesitate and send us your complete application documents online today.

We value diversity and therefore welcome all applications - regardless of gender, social origin, religion/belief, age and identity.

We also process applications by mail, but for administrative reasons we do not return them. We look forward to hearing from you!