

Windows 10 Rollout Assistant (#18127)

CONTRACT

www.prostaff.ch/jobs/18127

Description

For our client, a private Bank in Zurich, we are looking for a Windows 10 Rollout Assistant. The Uniclient III project replaces the current Windows 7 client build (Uniclient II) with the Windows 10 client build (Uniclient III). The rollout will be performed in an automated, user driven manner. The person we are looking for supports the Windows 10 rollout stream with reporting, project administration, execution of VDI deployments and physical client. Your Tasks:

- Deliver regular reports on Windows 10 rollout.
- Preparation of mgmt. presentation, planning documents and meeting minutes.
- Execution of VDI (virtual desktop) deployments.
- Support of Windows 10 deployment on physical clients.
- Processing e-mails to group mailbox, processing project related tickets in ticketing tool (HP Service Manager)
- Handle recurring and monitoring tasks in Rollout Tool (Dashworks)

Requirements

You bring the following knowledge and experience:

- Experience (at least 2-3 years) in similar roles for project administration tasks.
- Very good competency in Excel and Microsoft Office Suite tools.
- Experience in IT desktop projects.
- Ability to plan, coordinate and complete a number of different tasks and set priorities in accordance with objectives.
- Comfortable working in a high-paced environment, result-driven way of working, and ability to get things done.
- Strong communication skills (towards all management, end users, project team).
- Fluent in English (spoken, written) and German.
- Prepared to work out of office hours/ over weekends or at night.

An advantage is if you also have the following skills:

- Knowledge of Windows 10 operating system, virtualisation technologies.
- Knowledge of the banking industry and big companies.
- Experience in IT end user support.
- Experience with end user affecting IT projects.

Location

Zurich

PROSTAFF

We match exceptional candidates to ultimate careers in IT

Start date

asap

Workload

100%

Project duration

30.06.2019

Contact person

Interested? Ms Chantal Meyer ([+41 44 810 90 90](tel:+41448109090)) looks forward to receiving your application. Apply now:
<https://www.prostaff.ch/en/application?id=18127>

PROSTAFF Schweiz Ltd. - Europa-Strasse 17 - CH-8152 Glattbrugg

+41 44 810 90 90 - www.prostaff.ch