

JOIN US!

IT ADMINISTRATOR / SUPPORT TECHNICIAN (M/F/D)

at Maxon Computer Inc. in Irvine or Newbury Park (both California, USA), Portland (Oregon, USA)

WHO WE ARE:

Maxon is a developer of professional 2D/3D digital content creation solutions. Our powerful and intuitive software products help creators in 2D and 3D design, motion graphics, visual effects and visualization to supercharge their creative workflows. Maxon's innovative portfolio includes the award-winning 3D modeling, simulation and animation suite Cinema 4D, the acclaimed lineup of Red Giant tools for editing, motion design and filmmaking, and the high-end production Redshift rendering solutions.

Maxon is seeking an IT Administrator/Support Technician (m/f/d) to join our IT team.

WHAT YOU WILL DO:

- Provide prompt and accurate IT support for applications, servers, networks and end-user devices.
- Install, configure and troubleshoot macOS, Windows and Linux operating systems and software on end-user machines
- Setup, maintain and upgrade end-user hardware, coordinate hardware repair with vendors
- Provide level 1 onsite support on networking, IP telephony and server equipment
- Remotely resolve and escalate IT helpdesk tickets relevant to all Maxon offices
- Assist with the administration of Windows cloud infrastructure (Azure, O365 and AWS)
- Install and handle the administration and operation of Linux systems (Ubuntu and CentOS)
- Document & troubleshoot server or application issues, accurately diagnose and resolve or escalate helpdesk tickets
- Act as an IT coordinator between the US offices and HQ to liaise operational needs
- Perform tasks with minimal supervision while maintaining a high quality of service

WHAT WE ARE LOOKING FOR:

- Good knowledge of Linux with 3-5 years of relevant experience (a must-have)
- 1-2 years of experience in cloud (Azure), IT infrastructure, servers and network administration
- At least 5 years of relevant experience in Windows and macOS, related hardware and IT support
- Good knowledge of Windows Active Directory
- Experience with shell scripting, networking and IT security
- Ability to effectively and independently troubleshoot server- or access-related issues
- Strong proficiency with MS Office products, incl. Word, Excel, PowerPoint, MS Teams and Outlook
- Preferable experience with VMware vCenter, Databases, PRTG, Confluence, Jira, osTicket
- Ability to prioritize and work under pressure while being flexible in a dynamic environment
- Self-motivated and detail-oriented, fluent in English and excellent time management skills

WHAT WE OFFER:

You will be given a permanent full-time contract with perspective at our offices in Newport Beach, Newbury Park (both California, USA) or Portland (Oregon, USA). You will be part of a highly motivated international team of specialists and will work in an environment that offers a wide range of individual development possibilities. Interested in joining our team? Then send us your electronic CV (.pdf), expected salary, and your earliest starting date. We're looking forward to hearing from you!

Maxon is proud to be an equal opportunity workplace.