

An international law firm is seeking for:

Senior IT Support Specialist

Full time

Strive for excellence!

An international professional services firm is seeking an experienced and enthusiastic IT customer support specialist to provide application & hardware support to professional teams in order to allow such teams to complete projects effectively and efficiently. The successful candidate will enjoy helping people understand and use technology in a dynamic, bustling and demanding environment.

We require:

- **at least 5 years of customer support/helpdesk experience required;**
- **a documented track record of working for an international corporation;**
- **references regarding the above;**
- **fluency in English;**
- **excellent knowledge of MS Office/O365 and Microsoft Windows 10 environment;**
- **solid working knowledge of IT infrastructure: Network, Servers, Cloud, Desktop, Laptops, Printers etc.;**
- **knowledge of a scripting language knowledge would be an advantage;**
- **strong interpersonal skills;**
- **stress resistance;**
- **a positive and pro-active approach to work duties;**
- **an ability to learn quickly;**
- **analytical thinking;**
- experience in conducting IS training;
- familiarity with issue logging and resolution systems;
- independent trouble-shooting skills;
- a willingness to work outside regular hours; and
- IT-related education/courses/training will be an additional asset.

We offer:

- an attractive salary and social benefits package;
- an employment contract governed by the Polish Labour Code;
- an interesting job at a dynamic international corporation;
- training which will enhance your professional qualifications; and
- a company smartphone.

Please send your resume along with a motivation letter in English to: warsaw.recruitment@weil.com

Thank you for considering our offer. We will only contact the selected candidates.

Please attach the following clause to your application: "I hereby consent to the processing of my personal data in the recruitment process for the position of an Senior IT Support Specialist, announced on 14 October 2019 on the www.weil.com website and operated by Weil, Gotshal & Manges – Paweł Rymarz sp. k. with its registered office in Warsaw (00-113), at ul. E. Plater 53, in accordance with the data processing regulations, including the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC. Additionally, I hereby give consent to the processing of my personal data in the recruitment processes organised by Weil, Gotshal & Manges – Paweł Rymarz sp. k. in the future. I hereby represent that I have provided my personal data and given the aforementioned consents on a voluntarily basis. I have also been advised of the right of access to my data and to correct it, and the right to withdraw my consent to the processing of my personal data by Weil, Gotshal & Manges – Paweł Rymarz sp. k. (and I am aware that a request for deletion of personal data would mean my resignation from the current and any future recruitment processes organised by Weil, Gotshal & Manges – Paweł Rymarz sp. k.)"