

PAMP is the world's leading bullion brand, with dominant positions in the world's major precious metals markets. Established in 1977 and based in Ticino, Switzerland, PAMP operates a state-of-the-art precious metals refinery and fabrication facility.

Physical production and logistics capabilities include:

- A complete range of precious metals bars, of all shapes, weights, purities and sizes (Gold, Silver and Platinum Group Metals)
- Semi-finished precious metals products such as wire, plate, strip, and rods for the watch and jewellery industries
- Customised precious metals coins, blanks and bullion bars for banks, financial institutions, governments and state mints worldwide
- Development and production of proprietary, syndicated and customised commemorative coin and medal programs
- Refining of both primary and secondary precious metals-bearing material to the highest purity standards
- Allocated and Unallocated storage facilities for major customers
- Bullion Module: Implementation and support of a full IT solution for the automated retailing of PAMP's complete product range, in particular, bullion

PAMP is an integral part of the MKS PAMP GROUP and, as such, operates closely with MKS (Switzerland) S.A., a leading, global precious metals and financial services company based in Geneva. With more than 50-years of trading expertise to support it, MKS (Switzerland) S.A. covers all financial and trading aspects of precious metals primarily for institutional investors. The MKS PAMP GROUP's global reach, vertical integration and market specialisation enable it to service its clients with unparalleled market-flow information.

To reinforce our team in Castel San Pietro, we are looking for a proactive and dynamic

Windows System Administrator

MISSION

The position will oversee the following for MKS PAMP GROUP:

- Planning, coordination, and execution of the Windows 10 migration project
- Updates, maintenance & backup all our Windows systems
- Health & security monitoring of our infrastructure

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Main activities and responsibilities

Windows 10 migration

- Create and maintain Windows client image; including OS and productivity tool.
- Plan, coordinate & migrate all our endpoints from Windows 7 to windows 10.
- Work with end users and make sure that all data, applications, personalization, and user profiles are moved over.
- Troubleshoot application issues – slowness, user experience/perception, etc.

Windows updates and maintenance

- Deploy Microsoft Security Updates wide and supervise the installation of fixes, enhancements, and upgrades to all supported systems.
- Manage Windows 10 branch releases.
- Maintain and enhance Windows client build and global deployment process.
- Develop & design Microsoft patch process following best practices.

Windows systems administration

- Manage global group policies for all endpoints.
- Manage active directory.
- Collaborate with other groups to design complex solutions.

Monitoring

- Monitor infrastructure security & health metrics.
- Redirect to the right person & follow up important alerts.

Technical documentation

- Write, review and/or maintain technical documentation for administration tasks and for installation and configuration of software and hardware.

Other activities

- Provide 2nd level support for all Windows system issues.
- Make suggestions for improvement; bring innovative ideas and thinking.
- Accomplish other duties as assigned.

To take up this challenge, you will have the following profile

Education, experience and skills

- Holder of a Bachelor of Science in Information technology or equivalent level.
- Microsoft certified professional preferred.
- 5 plus years of experience working with Windows 7,10 and Windows Server 2008 to 2016.
- Strong skills in Active Directory, Domains and Group Policy.
- Strong understanding of desktop Security Hardening practices.
- Strong troubleshooting skills.
- Working knowing of ITIL Incident, Problem and Change Management.
- Good documentation, organizational and administration skills.
- Ability to work autonomously.
- Excellent interpersonal skills and customer orientation.
- Agile and flexible mind set, reactive to requests.
- Ability to interact with colleagues of diverse cultures; respect for diversity.
- Proficiency in spoken and written English and Italian is required; knowledge of other languages is an asset.

If you recognize yourself in this profile, and would like to join a young, multicultural, motivated and dynamic team with excellent values, we are eager to receive your application until 31 March 2019.

To apply, please send your full application file (CV, motivation letter, diplomas and work certificates) to the following address: human.resources@pamp.com

Minimal requirements

- Bachelor of Science in Information technology or equivalent level.
- Minimum 5 years of work experience in a similar role.
- Proficiency in spoken and written English and Italian is required.
- Swiss, EU citizen or holder of a valid Swiss work permit.
- Availability to travel occasionally (50% of activities done for Geneva Headoffice, travel expected according to the event's location).