



At InterSoft Electronics, we're at the forefront of engineering excellence, specializing in air traffic control (ATC) and air-defence radar solutions. Our mission is to deliver cutting-edge solutions that ensure comprehensive and reliable radar coverage, making airways safer worldwide. We're on the lookout for a passionate:

Technical Administrative Employee

Do you enjoy assisting customers? Do you have an affinity with technology, technical insight, and do you find fulfillment in producing well-organized documentation? If you enthusiastically respond "yes" to these questions, you could be the perfect addition to our team!

What will you do as a Technical Administrative Employee?

As a Technical Administrative Employee, your adept documentation skills guarantee the preservation of crucial information for future use. Simultaneously, as an integral part of our team, your administrative prowess offers indispensable support throughout ongoing activities. Although you may not be an expert in our systems' technical intricacies, your strength lies in eliciting pertinent information by posing thoughtful questions to the right individuals. Your proficiency in documentation is unmatched, and you strive to deliver quality.

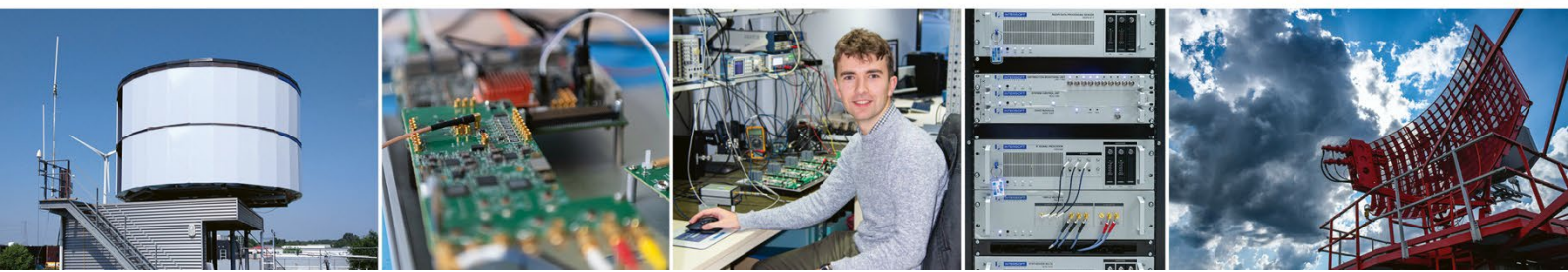
A selection of daily activities:

- Collaborate with technical teams to facilitate customer service requests and ensure timely resolution of customer issues or services.
- Assist technical support staff in preparing technical documentation, such as user manuals, troubleshooting guides, maintenance procedures and service bulletins.
- Maintain and update support-related documentation and databases, such as service agreements, maintenance contracts, system configurations and customer information.
- Prepare reports, presentations, and documentation as needed, summarizing support activities, ticket status updates and system performance metrics.
- Assist in monitoring service quality and customer satisfaction, gathering feedback and identifying areas for improvement.
- Assist in coordinating customer training programs, including scheduling training sessions, arranging training materials, and tracking training completion.
- Provide additional support to the support team as needed to achieve common goals, assisting with special projects, events or tasks.

Your Profile

- You have a bachelor's degree in a technical field or equivalent through experience.
- You have administrative experience, preferably in a technical or engineering setting.
- Exceptional organizational skills with the ability to manage multiple tasks efficiently.
- Strong English written and verbal communication abilities.
- You prioritize the accuracy of spelling and grammar in written sentences.
- You don't mind working on the same subject for a longer period.
- You are not afraid to communicate with customers.

Together we make the sky safer





What We Offer:

- Congestion-free working environment with flexible hours, including the option to work up to 2 days at home depending on the job content.
- Engaging team activities with friendly colleagues.
- Varied job in a stimulating, high-tech working environment.
- Continuous opportunities for personal and professional development.
- Permanent position with a market-based salary.

Interested?

Ready to ensure the reliability of radar solutions through meticulous testing? Send your CV and a letter of motivation to jobs@intersoft-electronics.com. For more information, contact us at the same address.

At Intersoft Electronics, your commitment to software excellence is crucial - join us in shaping the future of radar technology!

Your talent matters more than anything else - we embrace diversity.

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