# Internal Operations Working Student (m/f)

## The company

E-commerce continues to grow dynamically and payments are an important part of it. Payments are one of the last big areas ripe for disruption and optile has a superior range of solutions and unique value propositions that will help us to succeed within this growing market.

optile is a Munich-based B2B company that offers an open and provider-independent payment platform to help businesses integrate multiple payment gateways, providers, and methods on a global scale within hours. Our software guarantees online businesses, focused on recurring customers, more freedom of choice and reduced complexity in their payment transactions. optile provides intelligent payment solutions and tools to enable cross provider controlling and scoring, and to help our customers to reduce their operating costs.

With an experienced team of motivated online payment professionals, optile bundles a unique and profound know-how with respect to online payments and e-commerce. Founded in 2010, optile consists of a truly international team of over 40 team members from a wide variety of countries.

## The position

We are expanding and looking for a highly motivated and metric-driven **Working Student Internal Operations (m/f)** to actively support the Internal Operations team in our Munich office for 12 to 20 working hours per week.

You will mainly be responsible for the internal support requests coming from our colleagues as well as troubleshoot issues with internal resources like printers, network, and computers. You will also be assigned tasks with the purpose of improving the current office IT infrastructure.

## Key responsibilities

- Deploy/Expand IT services in our Munich Office (wireless, network, software)
- Contribute to infrastructure improvements
- Manage inventory (acquire, assign, maintain, discard hard- and software)
- Support current office infrastructure (software & hardware)
- Interface with vendors for support issues
- Use our Ticketing service to handle support requests
- Use our internal Wiki to create and update documentation

## Required skills

▶ Good networking knowledge (TCP/IP, VLAN, 802.11x)

▶ Good communication skills in German

▶ Organized and prioritized work methods

## Desired skills

▶ Communication skills in English

▶ Basic understanding of virtualization technologies

▶ Experience with at least two: Linux, Windows and OSX

▶ Basic ITIL concepts

## What we offer

▶ a young, dynamic, and spirited team that knows how to have fun

▶ a large, open, and very well naturally lit office and large terrace and lounge

▶ central location in a young and upscale quarter with excellent access to public transport (U4/U5)

▶ high potential for personal development

▶ an unlimited supply of excellent, freshly ground espresso coffee, soft drinks and fruits

We look forward to hearing from you!

Please send us your application including CV and references via email (English or German) to:

**Olga Avershina**

Talent Acquisition

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