

elea fights absolute poverty with entrepreneurial means. As an active philanthropic impact investor, elea supports impact enterprises and entrepreneurial organizations in achieving sustainable and measurable results. For our IT team, we are looking for a motivated colleague in the capacity of

IT Analyst (40–60%) | Focus: User Support

Your core responsibilities

- Providing end-user support, conducting trainings, and writing technical documentation/manuals
- Creating automation scripts, building dashboards, and enhancing further software integration
- Administration of Microsoft 365, Salesforce CRM, and other software tools
- Analyzing business processes and collecting user needs to continuously improve the service delivery
- Drawing reports, and analyzing and improving the data quality across the organization

What we would like to see

- Very good general IT knowledge and the ability to learn quickly
- Excellent understanding of Microsoft Windows and Office applications
- Experience in ideally one or more of the following subjects: PowerShell scripting and Power Automate; Power BI; Salesforce; Data Science/AI
- Customer focus, ability to work independently, entrepreneurial mindset, and a high level of curiosity
- Very good knowledge of English and German (oral/written)
- Exceptional interpersonal skills, ability to work independently, and a high level of curiosity
- Interest in globalization, emerging markets, and entrepreneurship (including start-ups)

What we offer

- Professional and diverse team with a high degree of intrapreneurial drive
- Access to state-of-the-art technology with exciting projects and a global reach
- Personal development and learning opportunities beyond core competencies
- Modern workplace in the heart of Zurich; flexible work arrangements possible

Contact

To apply for this position, please visit our website www.elea.org/en/careers and follow the instructions. We look forward to hearing from you and are happy to answer any further questions you may have.



elea is an equal-opportunity employer and welcomes applicants of all races, religious affiliations, orientations, and gender identifications.