

JOB DESCRIPTION

Job Title: IT Admin Assistant
Part time (Morning Only)

Department: IT Department

Reporting to: Head of IT

Job Purpose:

1. To provide administrative support to IT Management and IT Department.
2. To provide software support to IT users.

Key Accountabilities

1. To act as personal assistant to IT Management (Manager & two supervisors) including administration, secretarial duties and hosting visitors as and when required.
2. To provide general administrative functions to the IT Department, including maintenance of filing system, mail handling and answering of telephones.
3. To answer telephones in a timely manor recording messages or problem logs as appropriate on the IT HelpDesk.
4. To administer and place purchase orders for IT related expenditure using the company's business system, ensuring appropriate authority is obtained.
5. To administer and monitor the IT equipment audit and software licensing audit information.
6. To co-ordinate preparations for new users. Ensure they have the relevant equipment and login information before they join.
7. To assist with user support for standard desktop software (Microsoft office).
8. Research specifications and prices of laptop/desktops for replacement and new equipment, liaise with suppliers and keep up-to-date on new machines.
9. To administer credit card spend.
10. Keep the IT intranet pages updated.
11. Any other reasonable duties requested by IT Management.

Desirable Responsibilities

12. To produce documentation on the use of in-house systems as required.
13. To carry out induction presentations and follow-up training to new employees as and when required.

Requirements:

Highly proficient in Outlook – all aspects, email, calendar (incl meeting requests), contacts.

Excellent knowledge of Word, Excel & PowerPoint. + FrontPage and Visio if possible.

People friendly.

Good organisational skills.