

JOB DESCRIPTION

Job Title: IT Admin Assistant

Job Purpose:

- To provide administrative support to IT Management and IT Department
- To provide software support to IT users

Key Accountabilities:

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