

IT Specialist

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Company: PCJ Holding

Location: United Kingdom

Category: computer-and-mathematical

Responsibilities:

Act as the initial point of contact for all computer and system related concerns from employees.

Maintain installed PCs, networks, telephone systems and peripherals with routine maintenance.

Complete detailed reports listing requests to technical assistance, steps taken to resolve them, and the specific dates/individuals involved

Help create technical documentation and manuals.

Advising on software or hardware upgrades.

Liaise with third-party support and PC equipment vendors.

Troubleshoots and resolves any cloud related hardware, software, user access or other problems.

Ensuring data storage is safe and secure.

Monitors system Performance and usage to maintain security and reliability

Recommend process improvements to ensure system reliability, scalability, security, integrity and performance.

Perform other duties as directed by the IT Manager

What Can You offer?

Bachelor's degree and/or equivalent trade school certificate.

The Experience in Microsoft Office (Word, Excel, and Outlook) is required /li>

Interest and experience with installation, configuration, and maintenance of IT devices (i.e. PC's, laptops, networks, cabling, Ethernet networks, applications, programs, etc.)

Strong desire to gain hands-on experience and knowledge in Cloud technologies (i.e. NetSuite, Salesforce, Office 365), systems integration, data migration, and business process improvement

Time management, prioritization, and ability to work within tight deadlines

Excellent communication skills and a learning mindset

Selected individual will be a professional who is able to prioritize multiple and changing responsibilities while being organized & detail oriented, with a proven commitment to customer service

Must pass the pre-employment screening required of this position.

What we can offer?

A fun and fulfilling place to work

Competitive pay.

Health, dental, vision & life insurance

401k retirement savings plan

Yearly handbag allowance

Product discounts

Benefits:

401(k)

Dental Insurance

Disability Insurance

Employee Discount

Health Insurance

Life Insurance

Paid Time Off

Vision Insurance

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