



<b>Job Title</b>	<b>Junior IT Technician</b>
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<b>Outline</b>
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Junior IT Technician

Position based in Cardiff, UK.

Net Support is seeking and enthusiastic individual who wants to progress a career in IT.

The successful candidate will be working with a small IT team assisting with support, administration and implementation tasks.

You must have experience with Microsoft Windows software and compatible hardware. Occasional out of hours work is important to fit in well. Excellent opportunity to learn new technologies and to work in a vibrant and busy day to day atmosphere.



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<b>JOB DESCRIPTION</b>
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<b>Main location</b>	Cardiff
<b>UK travel</b>	Frequent
<b>Worldwide travel</b>	Minimal

<b>Job brief / Purpose</b>	<p>To manage and provide delivery of efficient and cost effective IT support to the clients of Net Support. To ensure that clients have access to their data and applications necessary to perform their duties.</p> <p>The successful candidate will be expected to have strong interests in IT related issues and the delivery of quality services.</p>
<b>Responsibilities</b>	<p>To manage and provide delivery of system management and user support to IT users within the Net Support client base.</p> <p>To ensure integrity and security of IT systems and data.</p> <p>To maintain and develop the IT infrastructure for clients.</p> <p>To maintain and develop standards and procedures.</p> <p>To evaluate and beta test applications, products and services as required</p> <p>To setup install new hardware / software.</p> <p>To implement the strategic roll-out of new applications, products and services.</p>
<b>Scope</b>	<p>The post may require out-of-hours work as necessary There maybe requirements for client site visits within the UK and abroad on an infrequent basis</p> <p>Candidates should possess a full UK driving license</p>
<b>Environment</b>	<p>All companies within the Tewdric Group practice a strictly 'No Smoking' policy</p> <p>Core working hours vary between 07:00am to 19:00pm, Monday to Friday with an hour for lunch, but in this position it is expected that staff work outside these times by agreement</p>



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<b>CANDIDATE SPECIFICATION</b>
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<b>Main location</b>	Cardiff
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<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
	Good secondary level education including good results in Mathematics and English	A levels, Microsoft MCP qualifications
<b>Experience</b>	Good IT familiarity	Existing experience of working in an IT environment
<b>Skills / Knowledge</b>	Knowledge of Microsoft Operating Systems and Applications.	Knowledge of networking hardware and configuration
<b>Disposition</b>	A good team player. Desire responsibility Must possess excellent time management skills and display flexibility in managing multiple tasks Ability to prioritise tasks and deal with constant interruptions Exceptional diligence and attention to detail Be patient, tactful and diplomatic Self motivated and disciplined	
<b>Remuneration</b>	£10,000 - £14,000 Depending on skills and experience	



<b>Contact details</b>	Applications should be sent via email to : <a href="mailto:careers@tewdric.com">careers@tewdric.com</a>  Or send to :  HR Manager Net Support UK Ltd Old Court House Mathern Chepstow Monmouthshire NP16 6JH  Please quote job reference : TE02061
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