

Opportunity for IT Specialist to play a major role in providing a first class IT infrastructure within ETL.

ETL Systems (www.etlsystems.com) is a fast growing technology company with headquarters based in Herefordshire, specialising in the design & manufacture of satellite signal handling equipment. With specialist in-house sales & marketing, design, development, manufacture & test capability, ETL offers exceptional career opportunities in a rapidly growing sector. This vacancy is for our Herefordshire location, HR2 9NE.



Job Description

Job title	IT Specialist
Job ref.	VAC-13
Department	Engineering
Function	IT
Reporting to	Principal Design Engineer
Direct reports	NA
Location	Hereford HR2 9NE
Salary & benefits	

Primary purpose of the position

The IT Specialist will assist providing administration support and maintenance to the company IT infrastructure.

Reporting directly to the Principal Design Engineer, you will play a major role in providing a first class IT infrastructure within ETL.

Main duties & areas of responsibility

- Set up and maintenance of PCs, configuring drivers.
- Troubleshooting problems / desktop support.
- Maintaining the daily system backup.
- Assisting with the implementation of IT projects, including the introduction of new systems.
- Assisting with basic IT training of employees as and when required.
- Annually reviewing all company IT related equipment and creating a report which includes highlighting suggested upgrades.
- Keeping logs of technical faults and identifying patterns.
- Any other duties as and when required to assist with the continual growth and success of the company.

Qualifications, knowledge, skills & experience
Essential <ul style="list-style-type: none"> • Experience working within an IT support role. • Knowledge of networks. • Experience of Windows Desktop and Server OS. • Ability to demonstrate practical knowledge of problem solving. • Good literacy skills.
Highly desirable <ul style="list-style-type: none"> • Knowledge of servers. • IT related degree or equivalent, or extensive relevant experience.

Behaviours
<ul style="list-style-type: none"> • Ability to work on own initiative with a pro-active approach. • Good inter-personal skills.

Interested in applying?

Please send your CV and cover letter to careers@etlsystems.com
 We look forward to hearing from you.

ETL is a successful, dynamic, forward thinking employer. We offer competitive salaries, a pleasant working environment and an employer contributory pension scheme. If working for an award winning, dynamic and progressive business is for you, please apply.

Table below is for internal use only:			
Signatures			
Immediate Supervisor		Date	
HR Manager		Date	
Post Holder's signature		Date	