



JOB DESCRIPTION

IT Assistant - Wrights of Twycross Ltd

£26,000 per year
Full time, Permanent

Wrights of Twycross is a UK based, market leading Transport, Environmental and Waste Management Solution provider working alongside some of the UK's leading energy and water utility suppliers. Located on the Warwickshire/Leicestershire border, we provide a bespoke range of services for both domestic and commercial customers including drain and sewer jetting, vacuum tankering, tank and lagoon cleansing, biosolid/digestate recycling and bulk haulage. We are expanding our IT team and seeking a full time IT Assistant with a passion for mobile devices, SharePoint and Cybersecurity

Responsibilities:

- Mobile Device Management: liaising with our communication providers, ensuring tablets and phones are optimised for productivity.
- PC Support: liaising with our outsourced IT providers and staff, diagnosing and resolving PC-related issues.
- Asset Tracking: Maintain meticulous records of all IT assets, liaising with third-party suppliers for procurement.
- User Management: Handle onboarding and offboarding processes, ensuring smooth transitions for new hires and departing employees.
- SharePoint Maintenance: Keep our companywide SharePoint sites organised, updated and user-friendly.
- Cybersecurity Awareness: Understand and implement best practices to safeguard our systems and data.
- Excellent Record Keeping: Maintain detailed logs of incidents, resolutions, system changes and site documentation.

Experience:

- Android Proficiency: Familiarity with Android operating systems, troubleshooting and app management.
- PC Troubleshooting: Knowledge of PC hardware, software and common issues.
- User Onboarding/Offboarding: Familiarity with HR processes related to new hires and departures.
- Procurement Skills: Ability to work with suppliers and manage orders.
- SharePoint: Experience maintaining SharePoint sites and enhancing collaboration.
- Cybersecurity Mindset: Awareness of security threats, risk mitigation and incident response.
- Attention to Detail: A meticulous approach to documentation.

Applicants must have their own means of transport due to our rural location. If you are the person we are looking for and want to be part of a successful, well-established team, apply now.