

Martyn Fiddler Limited

IT Administrator

Our Martyn Fiddler Isle of Man office has an exciting opportunity for an IT Administrator to join our busy IT team.

We are seeking a proactive and detail-oriented IT Administrator to support and optimise our organisation's systems and to help enhance our business processes to increase efficiencies.

About Us

Martyn Fiddler has over 40 years' experience in helping clients manage their business aircraft and an extensive range of assets.

Renowned worldwide for our services, we have unrivalled in-house capabilities to identify issues and provide bespoke solutions for business aircraft owners and operators. Specialising in EU Import and Export, Taxation, Aircraft Ownership and UK APD, our clients benefit from the experience, training and expertise of a dedicated business aviation team working together on solutions which can save the client time and expense.

Our in-house tax advisors provide our clients with independent, indemnified VAT and tax advice whilst our experienced group legal counsel and compliance teams work with our clients to ensure the highest standards are met. Full management for each client is provided by a specialist team of administrators. Together they are committed to ensuring each business solution complies with corporate, aviation and tax legislation.

At Martyn Fiddler we believe that building trust creates loyalty, being creative drives innovation, working hard and having fun brings growth and success. Our business is all about relationships: with clients, partners, employees, suppliers and our community. This vision and our company values form the basis of everything we do.

About You

The chosen candidate will work closely with the Operations Manager to improve system performance, customise solutions, and support data integration efforts across our business systems.

They will be responsible for administering critical software platforms, managing system configurations, and providing technical support to end-users, whilst also providing assistance with maintaining and supporting hardware and network services.





Full time
& permanent















09:00-17:00
Monday - Friday



Competitive
salary

Duties & Responsibilities (to include but not limited to)

We are looking for an IT Administrator who can:

-  Serve as an IT support contact, handling hardware, software, and infrastructure issues.
-  Perform user administration, including password resets, account management, permissions, and licence assignments using Entra ID.
-  Build, configure, and deploy new machines, ensuring all applications and settings are installed.
-  Provide efficient helpdesk support, resolving calls promptly.
-  Maintain and update IT documentation, including procedures, asset registers, and user guides.
-  Troubleshoot basic networking issues and work with external providers for advanced support.
-  Collaborate with stakeholders to support business operations and align IT systems with needs.
-  Support IT onboarding and offboarding processes for smooth transitions.
-  Work on projects with the Operations Manager to enhance utility and security (e.g., telephony, network, Intune deployments).
-  Maintain documentation and enforce best practices.
-  Stay updated with IT trends and recommend improvements.
-  Assist in procuring, deploying, and managing IT equipment and software.



Company Benefits

From your first day you will receive...



25 days Annual Leave



Flexible Christmas working



All Isle of Man Bank Holidays



Day off on your Birthday



Parking or Go Platinum Travel Pass



Generous length of service holiday reward

Upon successful completion of your probation period you will receive...



Private Medical Insurance
(Including optical & dental)



Death in Service Policy
(4 x annual salary)



Company Pension Scheme
(employer contribution at 5%)



Discretionary Annual Bonus



Enhanced Company Family
Leave Scheme



Holiday Purchase Scheme



Flexible working

For more information and to apply please email
HR@martynfiddler.com

