Person Specification

IT Administrator

Experience & Requirements

Essential

- Proven experience in a similar IT support role, preferably in a Corporate Service Provider or Financial environment.
- Strong knowledge of Windows operating systems and common business applications.
- Excellent problem-solving skills and prompt issue resolution.
- Clear communication skills for explaining technical information to non-technical staff.
- Self-motivated, with the ability to work independently and in a team.
- Commitment to professionalism, confidentiality, and integrity.
- A willingness to undertake further training and continual personal development where required.

Desirable

- Familiarity with Microsoft 365 Entra for user administration.
- Relevant degree or certifications (e.g., CompTIA, ITIL Foundation).
- Knowledge of the administration of NavOne and Laserfiche would be an advantage.
- A second language would be an advantage.
- Experience of working with customers in a hospitality or retail setting.