

Do you have a passion for Tech and Service?

McCloskey International is looking for an IT Administrator to Grow Our Team!

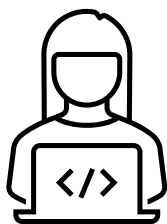
McCloskey International leads the screening and crushing industry with a complete line of equipment including: crushers, vibrating screeners, trommels and stacking conveyors. Built with power and durability as standards, every product is field-tested before being deployed in a wide range of industries around the world. We currently operate across 3 manufacturing sites in Northern Ireland and we continue to grow our market share.

Job Summary

As IT Administrator, you will be required to facilitate in the effective operation and development of the Company Computer Network, systems and processes. You will provide effective IT assistance across all aspects of the business including multiple sites.

IT Support Duties

- To provide technical support to telephone and email requests from users for all PC hardware, software and associated peripherals across multiple sites.
- To log support calls and document their outcome to facilitate the resolution of common queries.
- To pro-actively provide information to users on the progress of outstanding support calls.
- To install, configure and maintain operating systems to agreed standards.
- To perform upgrades, new installations and carry out routine procedures on existing PC's.
- Troubleshooting system, server and network problems and diagnosing and solving hardware and software faults.
- To assist in the compilation of technical documentation, guidelines and procedures and to ensure they are distributed to users.
- Ensuring security and upgrades are applied to desktops and laptops and kept up to date.
- To undertake such other work as may be assigned which is consistent with the nature of the job and its level of responsibility.



General Job Duties

- Provide assistance and support to colleagues in IT-related matters.
- Access to own vehicle as commuting for work purposes will be required.
- Flexibility required for out of standard hours working, on call as required and occasional commuting to the Company's sites.
- To provide at all times a professional, courteous and rapid response to individual users.
- To establish and maintain effective working relationships with all employees.
- Work in a careful and safe manner.
- Report any real or potential safety/health hazard to the Health and Safety Department.
- Observe all legislated H&S regulations as well as established workplace safety procedures.
- Cooperate with the Joint Health & Safety Committee in any safety program review.
- Works in compliance with all Administrative, Health & Safety policies and procedures as per legislative requirements and as outlined in Company policies.

Job Requirements

The successful applicant will be educated to Degree standard or equivalent in Computer Science or relevant subject, with 3-5 years proven experience preferably in a manufacturing environment.

- Proven experience in providing IT support with the ability to work independently.
- Office 365 Desktop App's (Word, Excel, Outlook etc.)
- Experience of administration of Office365 including Exchange, OneDrive, Teams and SharePoint
- Experience of Windows Server including active directory, group policy and VMWare
- Understanding of network technologies (TCP/IP, VPN, DHCP/DNS, Firewall etc.)
- Outstanding communication required with excellent written and verbal skills.
- Ability to prioritize, direct and complete work in a busy working environment with significant attention to detail.
- Strong team player with proven experience of working collaboratively with a range of departments.
- Self-motivated and organized.
- Full clean drivers license with access to own vehicle.

Desirable Criteria

Experience of using one or working with the following vendors/Technologies would be advantageous but not essential.

- Microsoft Azure, Mimecast, Fortinet, Veeam, Cisco Meraki, AutoCAD, Creo, Pulse, Dell, Lenovo, Apple, ESET

Due to the current COVID 19 restrictions please do not visit any of our sites in person to request an application form. If you wish to be considered for this new opportunity and wish to be a part of a dynamic and international organization then please send your CV and cover letter detailing your suitability for the post by email application_uk@mccloskeyinternational.co.uk or call us on 028 8774 0926 for more information.

We are an equal opportunities employer