

I.T. Technician

Transvac are world leaders in providing custom designed Ejector systems for the process industries. Having supplied thousands of Ejectors, Transvac have over 40 years' experience, backed by a comprehensive list of world-wide references in a wide range of process industries - including oil & gas, water, chemical, food and pharmaceuticals.

As both a designer and a manufacturer, Transvac have full control over process and mechanical design, supply of raw materials, manufacturing, scheduling and testing. With all procedures certified to BS EN ISO 9001:2015, accreditation to Module H of the Pressure Equipment Directive (PED) and CE marking, where appropriate, the quality of the final product is assured. Transvac are also 1st Point Assessment and Achilles registered.

We are seeking a highly motivated I.T. Technician to manage and maintain the company network, servers, website and offer desktop support to Transvac's office staff. The ability to learn and understand Transvac business processes and implement new systems offers a unique opportunity to make a real difference to the Company.

Responsibilities:

IT Systems

- Proactive day to day support / maintenance / training
- Software configuration / installation
- Maintain server operation and file back-ups
- Recommend improvements to company file management / archiving
- Recommend new I.T. purchases to Management
- Maintain network printers
- Maintain virus protection systems
- Monitor and prevent use of any unauthorized software or downloads
- Propose suitable I.T. systems for overseas travel

Websites

- Maintain, update and improve functionality of company websites. (Content will be provided by the Marketing department.)
- Configure and monitor remote servers (SSH, log files)

Communication Systems

- Control and maintain internal phone systems
- Control internal staff and guest WIFI
- Manage video conferencing facilities for meeting and training purposes
- Remote Desktop 2-Factor Authentication Administration

Database Management

- Maintain existing internal databases (Microsoft Access & Filemaker)
- Explore interconnectivity between current data systems and provide database solutions, i.e. contacts databases, order books, reference lists, drawing register.

Key Skills

Proficiency with following software is required:

- VMware (Virtualisation Software)
- Veeam
- Microsoft Small Business Server
- Microsoft Office 365
- Microsoft Windows 7 & 10
- Mac OSX Operating Systems
- Adobe Acrobat Professional
- Web Server maintenance
- SQL and Access databases
- Dreamweaver or similar HTML editor

Required Qualification

The applicant should hold relevant, up to date IT qualifications.

The ability to demonstrate a high level of competency in the key skills will also be taken in to consideration.

In return, the Company offer a competitive Salary, 33 days' annual leave (including statutory days), Flexible working, Pension, Healthcare Scheme, Bonus Scheme, free on-site Parking, along with career development and good prospects for advancement within a successful and well established business.

Interested applications please forward a copy of your current CV and salary expectations to our HR Department jennylucas@transvac.co.uk. Transvac is an equal opportunities employer.