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| **JOB TITLE** | **IT Engineer** | |
| **REPORTS TO** | IT Manager | |
| **DETAILS** | * Permanent Position * Full time 37 hours per week (overtime as required) * Day shift – Mon-Thur 7:30-16:00, Fri 7:30-12:30 * Commencing salary £26-£28k, moving to £30k with good performance | |
| **MAIN DUTIES AND RESPONSIBILITIES** | * Maintaining VMWare Servers * PHP Programmer * Dassault SMARTEAM Server * Networking * Avaya Phone System * Installing and Configuring Windows Server, Configuring Advanced Windows Server Services, Designing and Implementing a Server Infrastructure, WSUS, DHCP, DNS, GPO, File and Print and File Storage (NAS). * Performing maintenance tasks such as patch levels, firmware upgrades and backups. * Planning software and system upgrades * Monitoring server logs and health alarms. * Monitoring capacity - disk, RAM and processor. * Ensuring availability and performance compliance to internal SLAs (Service Level Agreements). * Installing and maintaining Server based applications (Domino – Lotus Notes & SQL 2016). * MS Office,set up new users and general administration duties. * Installing and configuring new hardware and software. Identifying, troubleshooting and resolving hardware and software problems. * Working cooperatively with applications teams to install applications or upgrade existing applications. * Be involved in other IT tasks depending on the projects coming through. | |
| **Continual Development** | The company requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the company. This should be achieved through the appraisal process.  Employees should recognise and take advantage of development opportunity and should periodically review their own progress towards meeting previously agreed goals. | |
| **Health and Safety** | All employees are responsible for reading, understanding and carrying out the requirements of the company’s Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training need. | |
| **EXPERIENCE** | **Essential**   * A minimum of 2 Yrs PHP programming experience. * It is essential that applicants have a minimum of 3 years’ experience working in a busy engineering role within the IT industry. * You should possess exceptional interpersonal and organisational skills. * Excellent knowledge of Microsoft Word, Excel, and PowerPoint. | **Desirable**   * RDS Setup and Administration * VPN Setup and Administration * Managed Switches * Firewall & Router Configuration & Administration * Lenovo, HP, Dell & Brother Laser Printers & Zebra Label Printers * MSOffice 2007/ 2013/2016 & Office365 |