IT Assistant - Wrights of Twycross Ltd

£26,000 per year
Full time, Permanent

Wrights of Twycross is a UK based, market leading Transport, Environmental and Waste Management Solution provider working alongside some of the UK's leading energy and water utility suppliers. Located on the Warwickshire/Leicestershire border, we provide a bespoke range of services for both domestic and commercial customers including drain and sewer jetting, vacuum tankering, tank and lagoon cleansing, biosolid/digestate recycling and bulk haulage. We are expanding our IT team and seeking a full time IT Assistant with a passion for mobile devices, SharePoint and Cybersecurity

Responsibilities:

Mobile Device Management: liaising with our communication providers, ensuring tablets and phones are optimised for productivity.

PC Support: liaising with our outsourced IT providers and staff, diagnosing and resolving PC-related issues.

Asset Tracking: Maintain meticulous records of all IT assets, liaising with third-party suppliers for procurement.

User Management: Handle onboarding and offboarding processes, ensuring smooth transitions for new hires and departing employees.

SharePoint Maintenance: Keep our companywide SharePoint sites organised, updated and user-friendly.

Cybersecurity Awareness: Understand and implement best practices to safeguard our systems and data.

Excellent Record Keeping: Maintain detailed logs of incidents, resolutions, system changes and site documentation.