

Junior Web & IT Assistant Required!

Manchester

Hours: Mon to Thurs, 9.30am – 6.00pm, Fri, 9.30am – 5.30pm

Web & IT Assistant Duties

- Working alongside the Marketing team to design and build new functionality for our existing websites and exciting upcoming projects
- Providing support to users in the office and remote users over the phone with the aid of remote access software
- Troubleshooting hardware, software, printer, network, user account and phone issues
- Provisioning PCs, user accounts in Active Directory, phone system, email, CRM, etc.

Required Skills

- Excellent communication skills - both written and verbal
- A proactive approach and willingness to learn
- Experience with HTML, CSS and at least one web programming language (PHP is ideal)
- Knowledge of Javascript, JQuery, Apex, Visualforce are a bonus
- Good knowledge of Windows 7, 10 and Office 2010, 2016, and Office 365
- Diagnosing and fixing general computer issues
- Ability to balance and priorities workloads
- Ability to diagnose, research, and implement features using online documentation
- Basic knowledge of PC hardware setup and configuration, Windows Server administration and Active Directory
- Basic knowledge of Salesforce CRM is desirable
- Physically able to lift and move PC equipment

Company Benefits:

- A close, passionate team with an exciting calendar of social events planned throughout the year
- Comprehensive private medical care (after 1 year), including discounted gym membership, free cinema tickets, free Starbucks and free eye tests. You will also have access to the company pension scheme.
- Outstanding performance is recognised and rewarded in various forms throughout the year, such as bonuses and social events.
- Be part of a company who have been accredited Investors in People Silver. We pride ourselves on having some of the best staff in the business and are a close team with a low staff turnover.

Please submit your CV and cover letter to careers@knightknox.com to apply.