
Kefron – IT Support

Position Reports to: IT Manager

About Kefron

Kefron is a family owned document and information management company.

Kefron is a people business and we are experts in what we do. People like doing business with people who work closely with them to understand their needs. That's why we recognise that our core strength is our people and because of this, our people pride themselves in getting things right.

Our Vision: Our brands in every building

Our Mission: To get closer to our customers. See the need, deliver the solution

Our Values:

- Passion & Pride
- Security & Trust
- Initiative & Ownership

Job Purpose:

As a member of the IT Team, you will assist users with all IT Issues

Key Responsibilities (Key Responsibilities include, but may not be limited to)

- To ensure back-up tapes are changed daily.
- To assist users with daily IT problems
- Assist with the upgrading of software packages.
- To maintain off site Systems
- Configure networking in offsite locations

Personal Specification

Principal Qualifications Required:

- Relevant third level degree (or a business equivalent) is desirable for this role

Training Required (Formal & Informal):

- Microsoft Product training
- VMware

Work Experience Necessary:

- 2 years experience in Networking - LAN/WAN topologies, VPN, Firewall
- 2 years experience supporting Windows 7/10 Professional and Server 2008, 2012 and 2016
- Experience using Vmware and backup/replication with Veeam and Backup Exec
- Active Directory, DNS, DHCP
- Strong desktop support skills
- Good desktop and laptop hardware experience

Personal characteristics:

- A professional and very dynamic person that can adapt to the ever-changing environment of Kefron.
- Must be high energy and self-motivated and deliver on agreed commitments in a professional and timely manner.
- Excellent communications and relationship management skills
- Must be a team player, yet highly self-driven and ambitious
- Strong organisational skills in order to deliver on customers' expectations.
- Strong problem – solving capabilities

How to apply:

Please fill in the “Apply Now” form on our website under the careers page
<https://www.kefron.com/careers/#apply-now>

Closing date for application is on Friday 30th November.