



VALLEY GROWN SALADS

PAYNES LANE, NAZEING, ESSEX. EN9 2EX

Telephone: (01992) 445000

INFO@V-G-S.CO.UK

IT Manager

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

The I.T Manager will oversee the use of technology throughout VGS and VGN. You will work closely with staff, especially managers to assess the needs of users within the context of their business environment.

To maintain the company's I.T network, servers, and security systems by diagnosing and investigating problems before they effect the business

DAY TO DAY RESPONSIBILITIES:

Assist work colleagues with their basic I.T needs

Set up inexperienced users and manage back-up, security and passwords

Liaising regularly with executive and senior management as well as systems users.

Keeping up to date with the most recent technologies and advising on what new technological solutions and their implementation will meet business and systems requirements.

Resolve escalating cases in a timely fashion in line with service levels.

Regular telephone and email communications with external I.T support.

Provide management team with regular updates on tasks assigned.

Diagnose technical, general I.T issues within the company.

Maintain and support internal telephone systems, printers and network

Demonstrate effective communication skills with all users to understand and diagnose technical issues.

Advise on software and hardware to ensure the company maintains its current stability.