

Job Location:	Woodbridge
Job Title:	Apprentice IT Support Technician (2 posts)
Rate	£3.70 per hour
Hours:	8:30 – 17:00
Days:	Monday – Friday

Organisation

This organisation provides dealerships with an Internet based system which they control and update their own stock themselves. This leads to an up to date site, containing over four thousand product sales.

Job description

We are seeking a bright and enthusiastic apprentice to assist our team by taking IT support calls from customers, who are made up dealers, as well as private sellers. The apprentice will also be involved in updating stock and creating listings on our website.

Being a small team, the successful candidate has an opportunity to grow and develop into a useful member of the company.

Key Responsibilities & Accountabilities:

The successful candidate will be responsible for answering the phone, directing the calls to the appropriate person and giving IT support.

The role will also include:

- Maintaining the IT systems
- Updating the website

Personal Attributes

- Genuine interest in IT support
- Good interpersonal skills
- Good timekeeping
- Reliability
- Honesty

Qualifications – Minimum

- Maths and English GCSEs to a minimum grade D or 4 or equivalent

Desirable

- Knowledge of HTML5
- Awareness of security / hacking issues.
- A commitment to quality and a thorough approach to work with good

Training

Excellent training comprising:

- BTEC Level 3 certificate in ICT Systems and Principles
- BTEC Level 3 Diploma in Professional Competence for IT and Telecoms Professionals
- Various Microsoft MTA Qualifications

Following completion of the apprenticeship, there is a possibility of the successful candidate being offered a full time job at the company.

To Apply

e-mail your CV to s.wiggins@cameo.co.uk

or

Tel: Steve Wiggins 01473254452