



APPRENTICE NETWORK & IT ASSISTANT

NAME

DUTIES & RESPONSIBILITIES

1. Working under the direction of the Business & HR Manager or nominee, to carry out all duties responsibly and safely in accordance with current Integrated Management System in close co-operation with colleagues and the STEQ Manager. Be responsible for ensuring your own awareness of the company Health & Safety and Environmental policies.
2. Assist with Maintenance management and documentation across all of our locations
 - All company servers
 - General hardware (printers, P.C.s, laptops etc.)
 - Network maintenance including telecoms
 - Software (documentation, licensing arrangements etc.)
3. Assist in the training of internal employees in the use of Company IT systems
4. Assist in the technical support of staff
5. Assist in co-ordination with outside support agencies
6. Assist in sourcing and purchase of IT equipment
7. Assist in business development working with various departments to promote better use of IT within the Company for the furtherance of the Company's aims. (Bar-coding, Pile logger etc)
8. Assist with software development to meet the business needs of the Company.
9. Assist in carrying out preventative maintenance of all company IT equipment.

Signed

Date