



**To apply please submit a CV to [hr@samonline.co.uk](mailto:hr@samonline.co.uk) by 12noon on 31<sup>st</sup> October 2017.**

**ICT Co-ordinator (Student Placement)**

**Reporting to:** ICT Manager  
**Location:** SAM Group Services, Newpark Industrial Estate, Greystone Road, Antrim, BT41 2RU

**Job Summary**

Provide IT support for end users across multiple sites and assist with the maintenance and roll out of integrated systems and processes to improve the customer experience.

**Main Responsibilities of the Job**

Provide in-house support for hardware and software issues, including creating and updating support desk tickets

Create and update Sharepoint documentation in order to maintain standardised ICT processes

Assist in the development of both external and in-house bespoke information systems

Assist in network expansion changes

Create new user accounts via Active Directory

Assist with PC & Thin Client builds

Develop and maintain the ICT Hardware and Software Asset Register

Carry out any other duties as required

## **Personnel Specification** : ICT Co-ordinator (Student Placement

<b>Essential Criteria</b>	
Education	Actively completing a degree in an IT related subject or equivalent.
Special Skills	You must be professional, have a high degree of initiative and have the ability to relate to and understand all areas of the business. Lead by example and continually communicate the company vision, mission, values and behaviour.
Circumstances	Flexibility with regards to shift pattern and be able to travel outside of Northern Ireland if required

## **Key Terms & Conditions**

Contract Type	Full Time, Fixed term 1 year placement contract. 6 months probationary period applies.
Hours of work	40 Hours per week exclusive of break times.  Two week rotational shift pattern Shift Pattern 1 : Mon – Fri 7.00am – 3.30pm Shift Pattern 2 : Mon – Fri 8.30am – 5.00pm
Salary range	£7.61 per hour. Payment is made weekly by BACS transfer
Pension	3.5% employer contribution 3% employee contribution is mandatory for employer contribution
Holiday Entitlement	5.6 weeks inclusive of all statutory holidays and factory closures.
Healthcare Package	Westfield Healthcare cover for the employee : Available after 6 months and covers the employee's children under the age of 18. Non-contractual and fully funded by the company.
Life Assurance Package	£10,000. Available after 6 months service. Terms and conditions apply.
Bonus Scheme	"Profit share" (monthly paid) and "Customer Satisfaction" (annually paid) bonuses apply. Non-contractual