

JOB VACANCY

The logo for TRAC International Ltd, featuring the word "trac" in a bold, yellow, sans-serif font, centered within a dark grey diamond shape. The background of the entire page has a light grey grid pattern.

IT SUPPORT TRAINEE TRAC INTERNATIONAL LTD

OVERVIEW

TRAC International Group provides first class engineering products & services operating worldwide across key business sectors. The IT Support Trainee role is to assist in providing IT and system support to the TRAC group companies as part of the central business support services with a view to gaining experience and taking on key areas of responsibility.

The role will support relevant training and development to suit the candidate. Therefore, an ambitious school leaver would be ideally suited to apply.

The IT Support Trainee may work on a variety of tasks within the Business Support Department and will report to the Business support manager. Tasks will cover a range of areas of support across the business infrastructure which includes hardware, software, telecoms and networking.

The successful candidate will be motivated and enthusiastic to work in the IT environment as part of a small team in a well-established organisation.

KEY FUNCTIONS – IT

- Hardware setup, repairs, upgrades and troubleshooting support
- Assist with user and software system support
- Maintain support documentation and audits / logs
- Offer first-line support (on-site and remote site visits if necessary)
- Software / system training, installation and troubleshooting
- System / tech administration across network (including on-prem, virtual & cloud)
- Various other tasks, as required

COMPETENCY REQUIREMENTS

Education

Good numeracy, literacy, communication, practical and technical skills.

Job Specific

Knowledge of Computers, IT support and Network systems & Microsoft Office Suite Applications beneficial. We are seeking someone who has a willingness to learn and help, so task management, prioritisation and communication skills are desirable.

EXPERIENCE

IT system software or hardware support related experience of benefit but not essential. Particularly with hardware, Windows, PowerShell, Office 365 and SharePoint.

LINE MANAGER

JOB VACANCY



Business Support Manager

LINE REPORTS

n/a

LOCATION - This job is based in our Aberdeen Office, Thistle Road, Dyce.

ADDITIONAL DETAILS – This role is primarily based within our Business Support team however there may be opportunity for exposure within all other areas of our business as deemed appropriate by the Line Manager. The hours of work are Monday to Friday, 8.30am – 5.00pm (with some flexibility).

APPLICATION – CV's and covering letters should be sent to recruitment@trac.com addressed to Kevin Stephen