

IT&T SUPPORT COORDINATOR HELP DESK POSITION

SOUTHBANK BASED, TRAVEL REQUIRED

JG King is Australia's largest builder of steel frame homes with a sustained record of success over its 25 years of existence. The organisation is well established and poised for further expansion across all its business activities.

We are seeking an experienced IT professional to provide Help Desk support to our users over 20 locations across Victoria.

The duties include:

- Logging all incoming support cases to CRM , Solve or log for internal or external assistance.
- Maintaining IT&T Equipment in Asset system.
- Maintaining Active Directory, Contact Details and System Security Changes.
- Maintain backup Routine & Perform Rostered Monthly after hours backup
- Providing IT&T Assistance to users in office and onsite in all part of Regional Victoria.
- Performing In Office Maintenance of IT&T equipment.
- Preparing & Installing IT&T Equipment for existing and new users.
- Prepare End of Life Assets for Sale or Disposal.
- Provide Reporting, on assets, Users , IT&T Equipment.

The successful applicant will possess interpersonal and communications skills of a very high order and have superior administrative abilities.

Technically the person requires:

- Certifications in IT Helpdesk, Microsoft and Citrix.
- Experience in a Help Desk Role based on a Microsoft network , preferably with Construction Based applications such as Timberline.
- Experience with mobile internet & email based Devices.

The following should be noted with respect to this role:

- It is conditional on a satisfactory Police check.
- This position is full time with additional afterhours work on an as required basis.
- There is a requirement for the successful applicant to have the ability to walk/stand/Lift items most of the day on a variety of floor surface types and conditions.
- A current Victorian Driver's license is required.

This is a significant opportunity for the right person to join a company with a great working environment and a secure future.

Interested parties should send their details, in confidence, to Andy Michelis at hr_manager@jgking.com.au

