

**Job Reference:** EP/0014/2020  
**Job Title:** IT Administrator  
**Reports to:** IT Manager  
**Start Date:** ASAP

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**Hanover Displays Limited** is a worldwide, leading manufacturer of passenger information systems for the public transport industry. All design and development, and the majority of production, is carried out at our head office in Lewes, East Sussex.

We are proud to have a friendly open environment in our IT Team and are looking for a talented professional to join us at a challenging time to support the business in the ever changing landscape.

A competitive salary package is available, including contributory pension scheme, private medical insurance and a minimum of 22 days holiday per annum. We offer a long service scheme with your holiday increasing to a maximum of 27 days per annum.

<b>Key Objectives</b>	This is a key role within Hanover and responsible for supporting all aspects of Hanover Displays IT environment across three offices and with many remote workers around the world. You will be first line support for any internal IT issues.
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Good communication skills</li> <li>• Enthusiastic and able to use own initiative</li> <li>• Ability to work under pressure</li> <li>• Previous experience of IT administration</li> <li>• Knowledge of AX/Sage payroll would be beneficial</li> <li>• Knowledge of 0365 would be beneficial</li> </ul>
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of Virtualisation Vsphere &amp; Veeam</li> <li>• Active Directory &amp; Windows integration procedures</li> <li>• Experience with Windows 10 &amp; Server2019</li> <li>• Understanding of networking, switch &amp; firewall principles would be beneficial</li> <li>• Remote user support experience; Teams, Teamviewer, 2FA &amp; VPN troubleshooting</li> </ul>
<b>Tasks and Duties</b>	<ul style="list-style-type: none"> <li>• Maintain consumables including toners, mice, keyboards, cables etc</li> <li>• Set up of new PCs, printers, associated devices</li> <li>• Door security management and fault finding</li> <li>• Software support for windows, office, other software such as AX</li> <li>• Set up of new users on various services such as 0365, mail, etc</li> <li>• Hardware support for PCs and printer</li> </ul>

**Contact Information:**

Email us with your CV including details of your qualifications, experience and availability at [eparker@hanoverdisplays.com](mailto:eparker@hanoverdisplays.com)