

Ellen MacArthur Foundation IT Technician

The Ellen MacArthur Foundation has an opportunity for an IT Technician to join its growing team in Cowes, Isle of Wight. The successful candidate will be responsible for the day-to-day operational activities of help-desk support, network administration and systems at the Foundation's office in Cowes.

What we do:

The Ellen MacArthur Foundation is a charity with the mission to accelerate the transition to a circular economy. The Foundation works across four interlinking areas:

- Education – inspiring a generation to re-think the future
- Business – catalysing circular innovation across the economy
- Analysis – providing robust evidence about the benefits of the transition
- Communications - sharing informative content and stimulating dialogue around the circular economy framework

Role & Responsibilities:

- Provide on-site, remote, telephone and email technical support to the Foundation team
- Diagnose and solve hardware and software faults
- Maintain and monitor existing systems
- Install and configure Mac and other IT hardware and software
- Assist in the development and implementation of processes to maintain a stable network environment
- Train staff with IT related equipment and software
- Assist the IT Manager with project work to grow the technology infrastructure of the company
- Test and evaluate new technology
- Order from and maintain good relations with our suppliers

Qualifications & Skills:

- Knowledge of current Mac, Windows and mobile operating systems
- Knowledge of core desktop and cloud business applications
- Good understanding of Google apps
- Organised and thorough with a strong attention to detail
- Clear and analytical thinking as well as an ability to ask the right questions
- Good oral, electronic and written communication skills across all levels of the company
- Willingness and ability to learn new skill quickly
- Ability to document processes, procedures and results



***....please apply with CV, covering letter and salary expectation to Jo Bootle.
(jo.bootle@ellenmacarthurfoundation.org)***

Desired starting date:	As soon as possible
Salary package:	Competitive
	Dependent on experience

If you would like to learn more about the Ellen MacArthur Foundation or the circular economy, please visit www.ellenmacarthurfoundation.org