



Local IT Administrator
Lincoln Electric (U.K.) Ltd T/A
WEARTECH
Based in Port Talbot, South Wales

Lincoln Electric is the world leader in the design, development and manufacture of arc welding products, robotic arc welding systems, plasma and oxy-fuel cutting equipment and has a leading global position in the brazing and soldering alloys market. Headquartered in Cleveland, Ohio, Lincoln Electric has 56 manufacturing locations, including operations and joint ventures in 20 countries and a worldwide network of distributors and sales offices covering more than 160 countries. Weartech manufactures wear-resistant alloys for clients worldwide.

THE ROLE

Helping administer the Local IT support function for the UK region. Providing the expected level of IT service delivery/support to the region user community and ensuring that appropriate Security and Internal Controls are in place.

This role will be based in Port Talbot, South Wales, although the job holder will ensure that there are regular on-site visits to the Aston and Sheffield entities.

ROLE RESPONSIBILITIES

- Provide 2nd level of IT support to users
- Monitor and improve IT service delivery levels
- User and group administration
- Learn, adopt, follow and enforce policies & procedures for:
 - Security/Compliance
 - Hardware Standards
 - Help Desk (i.e. metrics)
 - Data Backup
- Administer locally-managed assets, hardware and software
- Participate in the implementation of IT projects
- Communication with the external service providers

ROLE REQUIREMENTS

- Experience with Microsoft Windows 10 and Office 2016/365 packages
- Experience in production environment (barcodes, printing labels)
- Basic knowledge about computers hardware and IT technology
- Experience in unattended OS installation through PXE
- Fluent in English

WE OFFER

- Bonus scheme
- Comprehensive CPD programme
- Pension scheme

Interested?
Please submit your application to
our HR Manager, Rachel Harris by email
r.harris@weartech.eu