

# Trainee IT Technician

## Blackburn Head Office



Vital Energi are at the forefront of the UK's low carbon energy generating systems of the future. We essentially work in the construction industry, in a rapidly expanding market for Heat and Power Solutions from renewable energy.

As a leading turnkey engineering contractor, we design, install, operate and maintain environmentally friendly energy generation centres and the distribution infrastructure, mainly for new build, in the public/ private residential, retail and commercial sectors throughout the UK and Northern Ireland. We work with some of the UK's most respected Property Developers and the top 20 construction companies, as well as the UK's leading energy utilities companies.

Due to Vital Energi's continued growth, we require a **Trainee IT Technician** to understand the IT function within Vital Energi and become an active member of the IT support team enabling better control of the workflow within the department.

Reporting to the head of the IT department the Trainee will be given the opportunity to develop skills in:

- First line trouble-shooting and system configuration
- Software installation
- Network support and maintenance
- System back-up
- Purchasing of IT equipment
- Advising users of best practice
- Site-to-site, remote user and VPN support
- General support of PCs, laptops, server hardware and telephony
- Server and network upgrades

This post does not allow for the trainee to attend college on a day-release scheme. Instead it is our intention to ensure that the individual progresses via a number of MS certified training courses to a standard accepted within the industry. The outcome will be a highly qualified professional with practical experience.

The individual will be confident and focused and have excellent written and verbal communication skills, with the capability to manage their time and duties in a professional and effective way, with minimal supervision. They must have a flexible attitude, work well under pressure, with the ability to work within both a team environment and using their own initiative to meet tight deadlines. They must be able to demonstrate sound capabilities of interacting with persons at all levels and backgrounds.

Main competencies required of the job holder:

**Essential**

- Minimum GCSE grade C in English and Maths
- Good communication skills
- Flexibility in relation to tasks undertaken and hours worked including occasional weekend work
- Willing to undertake the relevant training

**Desirable experience in:**

- Windows XP / 7
- Office 2003 / 2010
- Desktop / laptop upgrades
- Desktop / MFP printers
- iPhone, iPad, iMac, and Blackberry

If you feel that you have the relevant experience and personal qualities to join our team and are looking for a new challenging and rewarding role, please forward your CV, along with your current salary details/ expectations to:

Ella Stokes, Group HR Manager, HR Department, Vital Energi Utilities Ltd, Century House, Roman Road, Blackburn, BB1 2LD (ella.stokes@vitalenergi.co.uk )

**Salary:**                      Dependent on experience

**Location:**                  Blackburn

**Closing Date:** 20<sup>th</sup> January 2012

**NO AGENCIES**

The company is opposed to all forms of discrimination and will select for employment, training and promotion on the basis of suitability for the job and/ or merit. It is company policy that no job applicant or employee receives less favourable treatment than another on the grounds of sex, race, colour, age, ethnic or national origins, political affiliations, religious beliefs, marital status, physical disablement or is disadvantaged by unjustifiable conditions or requirements. Only applicants who are legally entitled to work in the UK and are currently resident in the UK are invited to apply.