

Search by Keyword

Search by Location

Search Jobs

Show More Options

Send me alerts every days [✉ Create Alert](#)

Share this Job [+](#) [✉](#) [f](#) [t](#) [in](#)

Apply now ▾

IT Trainee/Intern

Date: 13-Jan-2022

Country/Region: ZA

City: UITENHAGE

Contract Type: Trainee

Requisition ID: 27327

Internal Vacancy |

Job title	Graduate IT
Location	Uitenhage
Reporting to	IT Manager
Contract	Contract

Main purpose of the role

The role of a Local IT is to support the IT Manager to implement and maintain the Faurecia standards as defined by Group.

Essential responsibilities and duties

As an IT Graduate, your main responsibilities are as follows:

- Give the technical and functional first level support to the users, assuming the resolution of all kind of IT incidents reported by the users. Monitor the helpdesk for new incidents and requests and action as a priority.
- Monitor Security Indicators and correct and resolve non-conformances as a priority
- Prepare new PCs and Laptops for use on the network according to Faurecia standard installation policies.
- Assist the IT Manager with administration tasks. These could include, but are not limited to, backup/restore procedures, office application support, ERP support, hardware support, network support, monitoring of critical systems and processes, after hour support.
- Ensure the ownership of the System by the user. If necessary, co-ordinate training to users and ensure application of the procedures.
- Ensure the adherence of Group standards, especially concerning hardware, software, security policies, software licenses control, inventory, etc.
- Apply IT procedures specific to the site
- Maintain and update site IT site documentation continuously to ensure its accuracy.

Qualifications and Experience

- Tertiary qualification with specialisation in Information Technology or currently studying towards it.
- Industry related courses completed (A+, N+, MCSE, MCP, MOUS, Cisco, etc.)
- Ability to communicate
- Valid drivers license and own transport
- Excellent communication skills (English mandatory, other languages advantageous)
- Excellent people and teamwork skills
- Outgoing personality, ability to interact with all levels of employees
- Must be prepared to work shifts if required now or in the future

Apply now ▲