

IT Assistant (Internship)

Location: Borough, London

Competitive salary dependent on experience. Company performance-related bonus, healthcare insurance & wellbeing benefits.

An exciting opportunity for a university student studying a computing related degree looking for a year long internship.

About Liv-ex

With over 630 members worldwide, Liv-ex is today the global marketplace for the wine trade.

They offer a multitude of business services covering trading opportunities, data, logistics and various automation technologies aimed at a diverse group of wine businesses, from ambitious young start-ups to established merchants and traders.

Our aim is to make the wine trade more transparent, efficient, and safe, for the benefit of our members and the market as a whole.

We are hardworking, committed and action oriented, retaining a valued neutrality in the market.

Founded in 2000, Liv-ex has grown to serve a growing number of members in the B2B sector, with an ever-expanding range of services. We help our members and other stakeholders to better understand the fine wine market and identify profit opportunities.

Summary Purpose

The position requires good knowledge of all-round computing skills, gained within a formal academic environment and through some part-time work experience. This role is a huge opportunity for an individual who is looking to start their career in IT and develop themselves. The key to success will be a willingness to learn through hands-on-experience with IT hardware, Microsoft Office 365 Products like SharePoint Online and you will need to be able to identify, troubleshoot and fix the user problems from a Microsoft Word, Excel to Internet, Desk Phone, PC, Printers etc.

We are looking for a good communicator at a non-technical & technical level to work with a diverse group of office users with the ability to document your work thoroughly.

Responsibilities

- Responsible for Office user peripherals (PC's, Laptops, Printer) setup & administration including maintaining user accounts on a Domain Controller, resetting passwords & identity management
- Verify and ensure Desktop PC peripherals and other LAN devices are working correctly
- Maintaining Internal Infrastructure (PC's, Laptops, Physical & Virtual Servers, Storage devices (SAN/NAS) Network Switches, Router, Firewall etc)
- Troubleshoot, repair or replace hardware in occasion of hardware failure
- Monitor system performance & backups, through creation of a backup and recovery policy



THE FINE WINE MARKET

- Install New software's, security patches and updates
- Implement policies for the use of the computer system and networks
- Run training sessions on new products and security best practices, ensuring users understand how to use them clearly and effectively
- Setup security policies for users ensuring you have a strong understanding of computer security including firewalls & intrusion detection systems

Knowledge, Skills and Experience

Essential:

- You must be studying towards obtaining a full-time degree related to Computer Science or Information Technology and opted to complete a year or more in the industry and are eligible to work in the UK.
- Friendly approach to work with strong organisational and problem-solving skills.
- Ability to juggle numerous tasks simultaneously with a 'can do' attitude.
- Good working knowledge with a desire to learn and troubleshoot:
 - Desktop/Laptop/Printers
 - Microsoft Windows Operating system (PC & Servers)
 - Microsoft Office Products (Office 365, Word, Excel & PowerPoint)
- Desire to learn new technologies and how we implement them to improve the way we work at Liv-ex
- Excellent communication skills with the ability to communicate face to face, via the phone or by email/written
- Confident in presenting/training

Desirable:

- Microsoft Certifications like MCSA or MCSE
- Knowledge of Microsoft Office 365 Products like SharePoint Online, OneDrive for Business etc.
- Knowledge of VMware vSphere and Virtualisation
- Basic scripting skills - PowerShell
- Good understanding of mobile devices and other tech products

To apply, please send your CV to clement@liv-ex.com.