



Partners in Construction

**ICT Support Trainee  
(08.00 – 17.00, Monday-Friday)**

We are looking for an enthusiastic person to join our ICT team, supporting our operational offices and Construction sites in our business geographical area. This is a varied, hands on role; working autonomously whilst maintaining close links with the team and third party suppliers to ensure that our business systems remain fully functional.

**What you will do:**

- Set up and maintain applications and users profiles
- Set up and maintain hardware in the office and on site
- Set up and support remote site communications and networking
- Support the VoIP phone system
- Share support desk responsibilities with the team at Swindon
- Assist in updating the company Intranet and website
- System maintenance tasks

**What you will bring**

- A full driving licence & own vehicle
- Enthusiasm and good organisational skills
- Ability to work on your own initiative while maintaining Company standards
- Desire to learn new skills, and to develop a career in the unique field of Construction IT support
- Experience of working in a team and possession of good communication skills
- Ideally experience in an IT environment or an IT qualification

Once established you will be the main IT support to the east of our region; based in Oxford or Guildford. Ideally you will be located in this region.

Beard has an open and dynamic approach to business, and we live our values - Friendly, Efficient and Committed. If you would like to come and talk to us about this vacancy, please send your CV to:

[vacancies@beardswindon.co.uk](mailto:vacancies@beardswindon.co.uk) the closing date is **17<sup>th</sup> February 2012**

[www.beard-construction.co.uk](http://www.beard-construction.co.uk)