



Example of Assistant IT Manager Job Description

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Our growing company is hiring for an assistant IT manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for assistant IT manager

- Lead scalable IT Systems projects across the region or globe
- Develop in-depth business, domain, and systems knowledge for building relevant solutions and services
- Cabling related
- Related Cisco /Cabling / ITIL / Project management certificate is preferred
- Responsible for the production of enterprise project portfolio reports, portfolio analysis and review of large technology Category 2 (\$250K-\$1MM) and Category 1 (>\$1MM) enterprise projects
- Work directly with providing guidance and consultation to project managers to produce clear, concise and transparent reports
- Administrative Assistant duties such as managing busy phones, calendar, filing, travel and expenses
- SCA Rewards scheme, discounts and cashback available from hundreds retailers and services such as Argos, M&S, Pizza Express, Airport Parking, eFlorist, Toys R Us
- A minimum of 7 years experience in IT solution delivery
- Knowledge on DevOps with tools including Jenkins, Chef

Qualifications for assistant IT manager

- Substantial IT security experience with focus in application and database security, and security testing
- Substantial IT Audit experience
- Exposure to internal audit in an international manufacturing environment

- Working knowledge of Data Query tools (ACL, MS Access)