



Example of IT Assistant Job Description

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Our innovative and growing company is looking to fill the role of IT assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for IT assistant

- Provide administrative support to the IT PMO team including calendar management, meeting set-up, preparing meeting agendas, determining and shifting priorities, resolving scheduling conflicts, reserving conference rooms, and responsible for logistics and catering for the PPRM meetings
- Perform routine administrative tasks including phone coverage, electronic filing, photocopying, meeting and escorting visitors to IT from Security locations across campus
- Administration, coordination and/or tracking of various IT initiatives
- IT finance/billing/expense tracking and approval coordination
- Administrative support to Senior IT team
- Assists with technical challenges by working with IT department to resolve issues in shortest amount of time
- Pension with up to 10% employer contributions
- Company Car (Band 1)
- Annual leave of 25 days + bank holiday
- All Employee Bonus (currently 7% of basic)

Qualifications for IT assistant

- Having a bit of technology team support is a strong plus but not required
- Proven experience in effective transcription and proofreading skills
- Exceptional computer skills with knowledge in Microsoft Word, Excel, Outlook and PowerPoint
- Strong team player with flexible attitude to work priorities

- The ideal candidate will have the ability to perform in a fast paced, mission critical environment