

come and work with us

The Barhale logo consists of a yellow circle followed by the word "Barhale" in a bold, white, sans-serif font. The background of the top section of the document is a photograph of two construction workers in orange high-visibility gear and white hard hats, standing on a metal railing against a blue sky with white clouds.

IT Administrator

The Role:

This is a varied role encompassing responsibility for all administrative work within the IT department. A large part of this role will be to maintain an up to date record of the whereabouts of all IT department assets (Computers, Phones, communications equipment etc.) as well as being responsible for the IT stock room. Other areas will include arranging dispatch and collection of IT equipment, preparing reports and answering telephone queries. The ideal candidate will have good attention to detail, be able to work methodically and take pride in the smooth running of IT asset management.

This is a fixed term contract required for 6 months, with the possibility to be extended

Key Responsibilities:

Asset Management

Be responsible for maintaining the IT equipment asset register and booking items in / out of stock. Also arrange dispatch / collection of IT equipment to end users

Asset Disposal

Arrange for disposal of all obsolete IT equipment

Stock Management

Maintain stock levels of it equipment and order replacement items as required. Also monitor receipt of goods and check against invoices received.

Queries and Reports

Answer queries about assets and provide reports where required and minute departmental meetings.

Call Logging and Resolution

Answer calls and log incidents/requests into the in house database. Resolve if possible or escalate to service desk Engineer,

Key measures & targets:

Accuracy of asset register

Stock levels

Query levels

Key relationships:

IT Team

End Users

Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

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The ideal candidate will be methodical with a high attention to detail and take pride in their work. They must be computer literate and have a good telephone manner as well as being a team player

Desirable

Experience of using Excel and basic knowledge of databases would be beneficial

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.