



10 December 2020

Junior IT Consultant – C|T Group

C|T Group is an international strategic research and communications consultancy with an exceptional track record in delivering successful campaigns for corporate and political clients globally. With a uniquely talented team, C|T Group's capabilities comprise an unrivalled mixture of strategic insight, research and communications, corporate intelligence, project management and campaign delivery. The Group is now seeking a Junior IT Consultant to join the Information Technology team in our Mayfair-based UK office.

Overview

The successful candidate will be an essential member of the C|T team, delivering a crucial and efficient IT support function to the Group, including ticket resolution, technical maintenance and diagnostics. In addition, they will work with the Technology Manager to build our technology competency across the Group, oversee our infrastructure security and develop their technical skills as part of a diverse and growing team.

Responsibilities

The Junior IT Consultant will report to the Technical Manager and responsibilities include:

- First point of contact for technical issues for Group staff using an IT ticketing system and to act as an escalation point for technical issues
- Ensure all computers, printers and other hardware/devices are updated regularly and operational at all times
- Assisting the Technical Manager with any hardware and software maintenance
- Participating in planned technical projects including to support the Technical Manager to facilitate upgrades on the system
- Other ad hoc technical support task as necessary.

Person Specification

This office-based role will require a natural problem solver with a good understanding of General IT, with the ability to work calmly under pressure. The successful candidate should have:

- Working knowledge of macOS, iOS, Windows Operating Systems and MS Office Suite
- Some front-end development skills such as HTML, CSS, JavaScript
- Development abilities in back-end languages
- Understanding of database architecture design and development
- Enjoyment of working in a collaborative environment, building rapport and strong working relationships
- Ability to create a warm and friendly environment of support for all employees

We can only accept applications from those who are permitted to work in the UK.

We welcome applications from all sections of the community. We value diversity and appoint on merit.

To apply for this vacancy, please send your CV along with a cover letter to careers@ctgroup.com.