



IT Technician Job Description

An exciting opportunity has become available within Academia the Technology Group, the successful candidate will be working directly with one of the companies within the group, Charterhouse Muller (CHM). We are seeking a IT Technician to work on our IT Audit and production line, this is a full-time permanent opportunity, offering an immediate start. The CHM headquarters are based in Reading, you will required to report to the Reading office on a daily basis.

The successful candidate will be required to complete a satisfactory DBS certificate. The employee accepts that over time this job description may be subject to change as the employee's duties and job evolves.

The IT Technician will report directly to the IT Audit Team Leader.

Amongst other tasks, you will be responsible for the following;

- Work within the IT Technical Audit line to gather technical data from an Data bearing device such as PC/Laptop/Tablet
- Identify, capture and record data on incoming equipment and inventory into computerised system.
- Process includes interrogating miscellaneous IT equipment and recording the make model and serial number together with any additional information required.
- Operate in a safe manner complying with all health and safety and environmental requirements to ensure own and safety of others.
- Assist with stock taking as and when required.
- Undertake training as per the job requirements and for ongoing development.
- Handle any hazardous materials i.e. batteries, in an appropriate manner. Full training will be given.
- Identify ways of improving systems and processes to ensure operational efficiency.
- Ensure the Auditing area of work is clean and tidy.
- Ensure compliance with all company policies, procedures, and information security responsibilities.

Key Skills:

- Able to work well as part of a team with strong and effective communication skills.
- Ability to work accurately and methodically.
- Basic numeracy, literacy and computer skills including Microsoft office 365





- Strong attention to detail, ability to accurately complete paperwork and count stock items.
- An understanding of health and safety requirements.
- Flexible approach to duties and tasks.

Why Charterhouse Muller?

Charterhouse Muller leads the way in helping organisations retire IT assets securely and ethically. By recycling assets with minimum environmental impact and extending their life through reuse wherever practical, Charterhouse Muller help organisations deliver a more sustainable approach to IT.

Charterhouse Muller is part of Academia the Technology Group. We employ over 170 dedicated professionals across multiple locations throughout the UK with a group annual turnover of over £100m.

Within the Academia the Technology Group, we have Charterhouse Muller (our recycling and repurposing company) as well as Vital York (an MSP in York). We were acquired by Strive Capital in September of 2020, who have provided further support and financial strength to the company.

Benefits

- Gym membership contribution
- Health Cash Plan
- Free half day annual leave on your birthday
- Free Will Writing service
- Life Insurance
- And much more

