



IT Engineer

Exeter, Devon

## Executive Summary

AnTech is a Sunday Times Fast Track 100 company and operates globally with offices in the UK, USA and the Kingdom of Saudi Arabia. We are an energy company operating across two divisions, providing products and services to the upstream oil, gas and geothermal industry.

## Purpose of Your Role

The position entails working in the IT Department, a professional who can take the lead and responsibility for AnTech's IT infrastructure, reporting directly to the Head of Business Systems. We currently have a support need for 50 users at the Exeter Headquarters, but anticipate this number doubling in size as the company expands internationally. Remote user support is required as field teams are deployed to oil field locations with possible visits to the wellsite to assist in setting up onsite IT equipment. You will need to interact and develop good professional relationships with all co-workers in order for all of our jobs to be done effectively. The business also relies on good supportive relationships with its vendors and clients for success.

## Key Responsibilities and Accountabilities

- Co-ordinate resources (IT hardware, software licences, network cabling, telephony) within a predefined budget and criteria.
- Liaise with system and software providers to attain product information and support.
- Maintain all servers (physical and virtual).
- Administer internet and email user accounts, permissions and access rights.
- Maintain the security systems including firewalls, anti-virus, intrusion detection systems and disaster recovery solutions.
- Maintain all company database systems (Acumatica, FileMaker, SQL databases and CAD Vault system).
- Manage full Microsoft Office 365 administration centre, SharePoint and in-house social networking platforms (Yammer).
- Ensure compliance at all times with systems, protocols and policies, reviewing and writing them when necessary.
- Manage, motivate and develop IT support placement students when necessary.
- Support the VoIP phone system and liaise with the provider for support as required.
- Would be preferable;
- Develop and support Well Site IT infrastructure including RabbitMQ and SQL replication.
- Manage the current IT infrastructure, hardware and software and plan for future strategic development and budgeting to account for changes in the company.

## Core Competencies

**Specific Job Skills:** Must be an excellent communicator. A keen and responsible attitude to work is essential and an ability to show initiative in all responsibilities and tasks. Dexterity with practical tasks.

## Basics

- Must be adept in use of the latest Microsoft Office suite, particularly Excel and Word
- Proficient in use of the Internet, E-mail, Teams, Collaboration tools

## Essential Skills

- Operating System support (Windows 10)
- Knowledge and experience in Microsoft Server (2012R2 and later) and Active Directory
- Office365 administration experience
- Knowledge maintaining IP phone systems
- Administration of virtual server systems, ideally VMWare ESXi

## Desirable

- Previous Helpdesk (telephone support) experience
- Microsoft SQL administration experience
- Basic Web/HTML and/or programming skills
- Microsoft-related certifications

**Literacy and Numeracy:** Numeracy, accuracy, attention to detail and the ability to follow through a task to its successful conclusion. Must be a very competent writer of work instructions/procedures, emails and reports.

**Personal Situation:** Able to commute reliably to office base. Able to work extended hours on occasions when required.

**Management Ability:** Must be able to manage own workload on a day to day basis and have good all-round people-management skills in relation to dealing with subcontractors, suppliers and internal colleagues and users.

## AnTech Benefits

Competitive salary with 25 days annual leave on joining, in addition to 8 paid bank holidays. The company offers employees an opportunity to opt-in to a pension scheme, as well as participate in a company Share Incentive Plan where employees can contribute in the growth and value of the company.

## What AnTech Looks For

- Employees with **integrity** and **capability** with a strong desire to **influence** the upstream oil and gas market.
- Ability to set **ambitious goals** and overcome obstacles to achieve them.
- A **passionate** approach to work with every day seen as an opportunity to **learn and improve**.
- Great **communication** to further build on the company's excellent reputation within the industry.
- A **collaborative** work ethos to continue to promote the AnTech culture of sharing of skills and expertise.

AnTech is proud to be an equal opportunity employer.

Please send your CV and covering letter (this should be directly linked to the job accountabilities and essential skills outlined on the job description) to [jobs@antech.co.uk](mailto:jobs@antech.co.uk)



Watch our Brand Video >>

<http://www.youtube.com/watch?v=tHzPly6leFU>