

Job Title: IT Manager

Reports to: Financial Director

Salary: £55,000 - £60,000 per annum

Hours: Monday to Friday, total of 40 hours. Cordek offers their office-based staff the opportunity to benefit from flexible hours, further details can be provided by the HR team.

Location: Slinfold, West Sussex

There will be occasional out of hours work required, both on-site and remotely, time off in lieu will be given in these circumstances.

Cordek are an established market leader in the design, manufacture, and supply of high-performance products to several niche areas in the Construction sector, having worked on iconic skyscrapers in the UK and supplied products for use in the construction of hospitals, leisure centres, houses, windfarms and film sets. Here at Cordek Limited, we are looking for an individual to join our team who shares our Company values, **Honesty**, **Communication** and **Respect**.

Job Summary: Cordek are looking for an IT Manager who will be responsible for the overall ownership and leadership of the Company's IT function, including providing IT support to users, developing and enhancing the Company's IT offering and managing service providers for telecoms, software and security.

Responsibilities:

- Take overall ownership of the Company's IT infrastructure, systems and services, ensuring they are secure, reliable and aligned with business needs
- Ensure that all IT systems are always available and continuously maintained, reviewed and updated, encompassing on-premises and cloud environments
- Develop and deliver the Company's short and long-term IT strategies which support the overall business objectives
- Lead the delivery of IT support services, ensuring a high level of support to all internal users across the business
- Manage and enhance cyber and network security, implementing best practices and security controls
- Oversee and maintain core technologies such as Firewalls, Microsoft 365, Intune, Cisco Meraki, Manage Engine Software Suite, other business critical applications and some Powershell and Automation experience would be preferred
- Liaise with departmental managers to identify technology need and deliver appropriate hardware and software solutions
- Lead IT projects and contribute to the planning and implementation of business wide projects
- Build and manage relationships with colleagues, internal stakeholders and external IT service providers
- Identify, evaluate, test and implement new technologies, hardware and software solutions to enhance business performance and future proof the Company's IT environment
- Ensure robust backup, disaster recovery and business continuity arrangements are in place and regularly tested.
- Line Management of 1st line support engineers
- Procurement of IT hardware, software and equipment

Person Specification:

- Proven experience in an IT Manager or senior IT role with responsibility for IT user support, internal systems, infrastructure and telephony.
- Strong technical knowledge of Microsoft 365, Windows operating systems, on-premises server technologies and Cisco networking technologies.
- Experience in developing and implementing IT strategies that support overall business objectives
- Ability to stay up to date with guidelines and frameworks, particularly around Cyber security, for example Cyber Essentials+ and ISO 27001
- Experience in managing third-party service providers
- Strong understanding of zero trust network architecture principles
- Knowledge of CAD software would be advantageous
- Ability to evaluate emerging technologies and identify opportunities against business needs
- Strong communication skills with the ability to engage with colleagues, suppliers and senior stakeholders
- Ability to work independently and as part of a team
- A full UK driving licence would be beneficial due to location of the business

Rewards:

- Annual performance bonus
- Membership of the Company Group Pension Scheme after 1 years' service
- Membership of the Company Group Life Assurance after 1 years' service
- Full access to our Employee Assistance Programme (EAP)
- 25 days annual leave (excludes bank holidays)
- One day of paid Birthday leave for the purpose of celebrating their birthday
- Cycle to work scheme, save 25-39% on bikes & accessories
- Discounted gift cards, save up to 10%