



## Job Specification

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Position: IT Administrator

Company: Bremont Watch Company Ltd

Location: Henley on Thames, Oxfordshire, UK

Report: Head of Business Systems - Jim Edwards

## Company Overview

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Bremont is an award-winning British company producing beautifully engineered chronometers at the headquarters in Henley on Thames, England

Time began for Bremont in 2002, when Nick and Giles English, Co-Founders, embarked on a journey to make beautifully crafted pilot's watches of exceptional quality. Inspired by a love of flying historic aircraft, of watches and all things mechanical, Bremont timepieces have to be tested beyond the normal call of duty. The watches in the core range are all COSC-certified and they are one of the few companies offering a 3-year warranty on every product. Immensely precise, reliable and durable, Bremont watches are hand built in limited numbers. Each is designed to appeal to those who share Nick and Giles' passion for - and appreciation of - the innovation and mastery behind a beautiful mechanical wristwatch.

Shortly moving to a stunning, purpose built new facility on the outskirts of Henley of Thames, Bremont continues to showcase its commitment to re-invigorate exquisite watchmaking in the UK.

## Context and purpose of the role

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Having just moved into a world class purpose built facility, Bremont is looking to take internal responsibility for all things IT, as such a fantastic opportunity has arisen for an experienced IT professional to join the systems team. The IT Administrator role is responsible for supporting Bremont's day to day IT requirements, manage its hardware estate and support the systems team in many exciting business changing projects.

Reporting to the Head of Business Systems as part of a small team the IT Administrator will bring a range of skills to the business and will have the opportunity to affect meaningful business improvement.

Supporting 50+ IT users across multiple sites, domestically and internationally, the IT administrator will be a key member of the team and will help ensure we provide a high level of service to the business.

## **Key Responsibilities**

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- Support of our users and desktop environment
- Administration of our servers & network equipment
- Commissioning of new equipment
- User account management across a range of platforms
- Support of our AV infrastructure
- Training of personnel on our systems
- Cost effective systems management
- Remotely support our global presence

## **Essential skills and experience**

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This is a wide-ranging role within a small team, as such it would suit someone with a broad experience and the ability to pick up new skills quickly however the following technical competencies are expected:

- Support of a windows server hybrid environment
- Network fundamentals (DHCP, DNS, Subnets, VPNs, VLANs)
- Experience administering IP telephone systems
- Support of windows & mac desktop environments
- Comprehension of API technologies, data flow and process mapping

## **Beneficial skills and experience**

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The following are not required but would be of substantial value to the business:

- Web design / coding experience, specifically HTML, CSS, PHP, JS
- SQL Database experience (query writing, administration)
- Data analysis & report preparation (Excel, PowerBI)
- ERP Administration (Priority ERP)
- Zapier API creation & administration
- Network & device security (Firewall, AV, Spam Filter)