

Role/Title	Junior Analyst
Working for	
Location	Predominantly Central London but can be across the UK Flexibility to work from home when not at Client Sites
Hours of Work	42.5 hours per week 9.00 a.m. to 6.30 p.m. Monday to Friday with a 1 hour unpaid lunch-break.  You will be required to be on call 5 evenings and one weekend per month.  Being on call requires you to respond to a client request by phone, remote and on occasion travel to site if remote solutions are not sufficient. Actual client calls requiring action will be remunerated as time in lieu with evenings being actual time operated + 20% and weekends time operated +25%.
Start Date	tbc
OVERVIEW	<p>We are a boutique information technology consultancy with a reputation for excellence and working with some of the coolest Art and Media organisations in the UK.</p> <p>We are looking to build on our existing team of Partners, IT specialists, Strategists, Creatives and Account Managers who work to blend technology into a bespoke solution for our clients.</p> <p>We take the best of technology and combine it in creative ways to make dramatic impacts for our clients. We believe technology is just a tool and we aim to make it as frictionless in day-to-day use as a piece of paper and pencil.</p> <p>If you would you like to work as a consultant and have expert knowledge of some or all of these: 365, Google, Windows, Macs, Networking, Tessitura, Spektrix or Vlista and would like to work with some of the coolest Arts &amp; Media Organisations in the UK then get in touch.</p> <p>We need great people and offer competitive salaries, benefits, varied projects and the chance to work with industry-leading Arts organisations across the country.</p> <p>If you're interested send a mail and details, telling us why you're the one for us. Mail to <a href="mailto:recruitment@xargle.com">recruitment@xargle.com</a></p> <p>We're an equal opportunities employer, and flexible for the right person. We welcome applications from anyone with the required skills and encourage applications from candidates who are under-represented in the creative industries.</p> <p>Key Skills and Responsibilities:</p> <ul style="list-style-type: none"> <li>• Microsoft 365 Administration, management and deployment</li> <li>• Google Business Administration, management and deployment</li> <li>• Windows Server, Desktop and Enterprise applications</li> <li>• Apple technologies</li> <li>• Familiarity Android, iOS and App technologies</li> <li>• Previously worked as tier 1 or 2 support or similar technical background</li> </ul>

ESSENTIAL EXPERIENCE AND PERSONAL QUALITIES	<p>About You...</p> <ul style="list-style-type: none"><li>• Proven excellent technology skills</li><li>• Strong organisation and administration skills with attention to detail.</li><li>• The ability to deal with highly sensitive and confidential issues in a professional manner.</li><li>• Strong interpersonal skills with the ability to work with people at all levels.</li><li>• A positive attitude with plenty of energy and enthusiasm.</li><li>• Ability to work autonomously and cooperatively on group tasks and proactively when required.</li><li>• Proactive and forward thinking; able to use own initiative, plan and work to tight deadlines.</li><li>• Managing and <u>prioritising</u> your work under pressure with conflicting demands from several agents; and to work in a target and deadline driven environment.</li><li>• English language fluency.</li><li>• Thrive when working in a team.</li></ul>
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