Irish Cement
A **CRH** COMPANY

VACANCY

IT Systems Administrator

Irish Cement Limited is a fully owned subsidiary of CRH plc and has manufactured cement in Ireland for over 85 years. It operates two cement-manufacturing facilities, one situated in Drogheda, Co. Louth and a second in Castlemungret, Co. Limerick. Production uses the most advanced, energy-efficient technology to create a range of high-quality cements to the highest Irish and International standards.

Role: IT Systems Administrator
Location: Based in Limerick Works, Castlemungret, Co. Limerick.
Reporting to: Projects Manager
Purpose: To provide efficient and effective IT Support in a busy operational environment.

Responsibilities include:

System administration and support for Microsoft Windows Servers, PCs and Office and industrial applications including:

- Local Windows file and database servers, PCs and Microsoft Office
- Administration of local domain which includes critical despatch and production systems
- Industrial weighing systems, laboratory systems and industrial scanners running on MS Windows 7 with a variety of interfaces.
- General user support
- Managing and monitoring SLA's and liaison with external IT infrastructure provider for user setup and support
- Liaison with external hardware and systems providers (Fujitsu)
- Maintaining / modifications to local MS Access databases and Intranet site
- Phone / PBX modifications/management
- Support UK sites (Premier Cement, Southern Cement) when required.
- Software licencing administration
- Cisco based network support
- Maintenance of Knowledge Manager (KM) Laboratory Information Management Systems LIMS and Production Information Management Systems (PIMS) and development of additional KM reports and functionality.

Main functions of position:

A key aspect of this role will be to provide on-site IT Support and Maintenance of IT systems.

This is a stand-alone role, requiring the person to work closely with the Maintenance and Production departments to ensure smooth running of systems in a busy operational plant that runs 24/7.

While the successful candidate will be primarily based in one location, there will be requirements to support other ICL locations. Flexibility to support all locations is a necessity. Flexibility outside of normal business hours and weekend work will be required on occasions.

Standards of Performance

- A relevant third level degree qualification in Computer Science or similar
- At least 3-5 years' experience working in a dedicated support environment
- Excellent communication, interpersonal skills and strong analytical skills
- Proven technical skills and strong commercial acumen
- Excellent organisational and planning skills with the ability to prioritise and manage a broad and varied workload.
- Ability to communicate technical information in a clear and understandable manner to non-technical stakeholders.
- Customer focused and goal orientated with keen attention to detail.
- Strong sense of ownership and ability to follow tasks through to completion.
- Broad experience of IT Systems.

Applicants will be provided with training and exposure to various sections of the business in order to develop technical, interpersonal, commercial and management skills.

Benefits
→ Competitive Salary
→ Pension Scheme with Employer contribution after 6 months
→ Share Participation Scheme (Revenue Approved)
→ Paid Holidays (22 days)
→ Training & Development
→ Mentoring support & Performance Management
→ Company phone & laptop
→ Employee Assistance Programme
→ Subsidised canteen on site
→ Bike-to-Work Scheme

How to apply:
➢ Email your CV to: careers@irishcement.ie
➢ Subject heading "IT Systems Administrator".
➢ Visit www.irishcement.ie/careers

Visit www.irishcement.ie for more information.