

JOB SPECIFICATION



IT AND AV DEVELOPMENT TECH

OVERVIEW

We have recently launched a new set of IT related services that are proving to be popular, and demand is growing.

The services fall into 3 main categories:

- Cloud Storage Solutions for Creative Companies, namely Lucid Link
- IT Back-up for small IT teams within Creative Companies
- Meeting Room Audio Visual Installations for Creative Companies

We are looking for a flexible and energetic individual to assist our Director of Technology as the new division grows. You will need to be adaptable, working mostly out of our office in Perivale, west London or at clients' sites.

Below is a list of desired attributes:

- High attention to detail, with a systematic mindset.
- Strong problem-solving abilities
- Resourceful and entrepreneurial
- Good client manners with an ability to work across different industries
- Good supplier management
- Networking – CCNA at a minimum
- Firewalls and Security Appliances
- Windows server stack including Active Directory, FSMO, DHCP and DNS
- Google administration
- Apple OS
- Meraki and Juniper experience.
- Storage network including SAN and real-world networking.
- VMWare and Hyper V administration
- Cloud Storage provisioning
- Filebased delivery acceleration (Signiant, Aspera e.t.c)
- Strong media knowledge, including file types and workflows
- Linux based servers including Amazon web services
- Integration and API understanding
- Audio Visual understanding with Zoom and Teams rooms

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We work with some of the largest advertising agencies in London, together with design, branding, and architects. Clients include Vice Media, VCCP, Vivienne Westwood, Kelly Hoppen, Telegraph Media Group, Krow, FCB Inferno, Jones Knowles Richie.

We want you to...

- Learn about all aspects of our business processes.
- Be self-motivated and happy to work alone with minimal management. We are a small team and it's often 'all hands-on deck'.
- Be available to travel to Clients within London and our Head Office in Cheltenham when required.

YOU HAVE GOT...

- A familiarity with the creative industries.
- An understanding of technologies and the benefits it can bring our clients.
- Confidence in communicating at all levels.
- Flexibility and enjoyment in working within a fast-paced environment.
- The ability to work independently, prioritise workload and work under pressure.

WHY CREATIVE SYSTEMS...?

- Competitive salary.
- We all get a holiday allowance of 20 days plus bank holidays which increases with length of service.
- A variety of training & development programmes tailored to you.
- Company laptop and mobile phone.
- Earn extra money if we hire your friends or family with our employee referral programme.
- Earn commission by introducing us to new clients.
- A range of team and social events.
- Cycle to work scheme, pension contributions, employee support programme, flexi time scheme and more.