

I.T. and Systems Administrator

April 2019

Trident Trust is a leading independent provider of corporate, trust and fund services to the financial services sector worldwide, employing over 900 staff across a global footprint that spans Africa, the Americas, Asia, the Caribbean, Europe and the Middle East.

We are seeking a talented professional to join our Channel Islands I.T. and Systems department comprising of five (5) staff, an integral part of both offices in Jersey and Guernsey. The I.T. and Systems Administrator will report directly to the Channel Islands I.T. and Systems Manager.

Duties

Responsibilities will include, but are not limited to:

- First level of incidents/requests management (i.e., interpretation, classification, handling, assignment, follow-up, resolution)
- Monitoring infrastructure and applications: failures, errors, performance issues, availability, malfunction
- Escalating and following-up to management or external suppliers
- Hardware and software maintenance
- Development of business reports

Experience and Knowledge

- SQL scripting: good knowledge
- Microsoft Office Suite: advanced knowledge
- Network: basic knowledge
- Microsoft Active Directory, GPO, SQL Server: basic knowledge
- Viewpoint: would be advantageous

Key Skills

- Client centricity and service delivery focus are fundamental
- Being able to prioritize projects and work under stressful conditions
- Enthusiastic with a positive "can do" attitude
- Good attention to detail while appreciating the bigger picture
- Willing to learn/share knowledge with teams worldwide
- Team spirit is imperative, but must be able to work independently whenever needed

Compensation

Competitive compensation will be offered, based on the successful candidate's relevant experience and overall suitability for the position.

Training

Trident encourages employees to enhance their technical knowledge and experience by operating a Financial Assistance Policy that promotes further study.

How to Apply

Applications, which will be treated in the strictest of confidence, should include a full C.V. Please submit as follows marked "Strictly Private and Confidential":

Office Manager
Trident Trust Company Limited
11 Bath Street, St Helier, Jersey, JE4 8UT
Fax: +44 1534 727195
Email: jersey@tridenttrust.com