



**CROOKES  
BROTHERS**

**CROOKES BROTHERS LTD**

**HEAD OFFICE: UMHLANGA**

Are you self-motivated, innovative and passionate about IT? Then this is a brilliant opportunity for you to develop your career and acquire IT experience.

### **IT ADMIN CLERK (TEMP)**

We are looking for an IT Admin Clerk to support the IT Department on a day-to-day basis by providing a Tier 1 Desktop support to users, via telephone and email, perform IT Finance Administration duties and Audit file preparation.

#### **Duties & Responsibilities**

- Provide tier 1 desktop support to end users including but not limited to Microsoft office, Microsoft windows.
- Microsoft teams, Zoom, adding of new user accounts to the AD and mail system
- IT Helpdesk, monitor daily ticket, respond or allocate and provide necessary feedback to end user and IT supervisor on outstanding and resolved matters
- Maintain IT asset management system with relevant up to date information
- Engage with suppliers for quoting and invoicing
- Train users in the proper use of hardware and software
- Refer major hardware or software problems or defective products to vendors or technicians for service
- Prepare evaluation of software or hardware, and recommend improvements or upgrades
- Prepare and allocate monthly invoices for approval
- Inspect equipment and read order sheets to prepare for delivery to users
- Answer users' inquiries regarding computer software and hardware operations to resolve problems
- Prepare and assist with IT audits

#### **Desired Experience & Qualification**

- Appropriate IT Qualification A+ and N+ preferably.
- 1 year in similar environment

#### **Package & Remuneration**

Market related

Interested applicants should forward their CV's to: e-mail address [pngcongo@cbl.co.za](mailto:pngcongo@cbl.co.za) by 21 July 2023.

Should you have not been contacted within 1 month, please consider your application unsuccessful.