



SoftLink Computer Systems Ltd

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Registered No. 07570607 in England and Wales at the above address.

Computer Technician

About SoftLink

SoftLink is a small company currently consisting of 4 computer technicians (including me) and a part time bookkeeper (my wife). The business runs from my house, which is OK unless we are all here at the same time. (Since a lot of our work is on-site at customers' premises this shouldn't happen too much!) SoftLink is a no-smoking company.

Our business mostly consists of supporting the networks of other small businesses. Our most important customers are running networks based on Microsoft Small Business Server, but we also have a number of domestic customers and business customers that use peer-to-peer networks.

The Job

The successful candidate will

- project a friendly and helpful attitude to customers, and have a good telephone manner
- be able to build and fault find in computers
- set up a peer-to-peer network using Microsoft Windows
- be able to set up a broadband router
- have a good working knowledge of Microsoft Server 2003 and 2008
- have some familiarity with Microsoft Exchange Server or with Microsoft SBS
- have a car which they are willing to use for SoftLink business (mileage paid at 45p/mile) and a mobile phone.
- find themselves doing other related jobs like network cabling, moving computer equipment to and from customers (and for customers!), etc.

Working Hours

The job is based on a 37.5 hour week (9am - 5pm, 30 mins for lunch) but if a job is running over you will be expected to stay with it **within reason**. On the other hand if we are all sitting around staring at each other because it is quiet I tend to send people home early! You can have tea or coffee whenever you want, but we have a rule that you have to make it for everyone else if you are having one!

Everyone gets 4 weeks holiday per year plus the bank holidays. The period between Christmas and New Year is a mandatory part of that 4 weeks. Holiday entitlement runs from 1 January to 31 December. Other than the period between Christmas and New Year, no 2 people can take their holiday at the same time.

Salary

Payment is monthly. Salary will be in the range £16000 to £23000. Payment is made on the last Friday of each month. In order to get your mileage payment you must keep a record of every business journey (Where you went and how far. The Inland Revenue may want to inspect this!) I tend to pay mileage every 3 months.

This job description does not constitute terms and conditions of employment

Peter Smith



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