

# IT & Network Systems Administrator

Office • £38,000 - £44,000 per annum • Deadline: 30 Jun 2026

## ABOUT THE ROLE

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We are seeking a proactive and capable IT & Network Systems Administrator to take ownership of our IT infrastructure, systems, and cybersecurity across both sites.

This is a hands-on and strategic role, responsible for maintaining a secure, reliable, and scalable IT environment that supports a highly automated manufacturing operation. You will work closely with senior leadership and operational teams, as well as our external IT service providers, to ensure systems align with business needs and future growth.

## CORE RESPONSIBILITIES

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- Manage and maintain all IT infrastructure including servers, networks, firewalls, and end-user devices
- Oversee and ensure compliance with relevant standards; cybersecurity, ISO frameworks, data protection, and system resilience across the business
- Manage relationships with external IT providers and vendors, ensuring performance and value
- Support and optimize key business systems (ERP, CAD/CAM, production software, dashboards). Lead IT projects including system upgrades, digitalization initiatives, and new technology implementation
- Provide internal support and guidance to staff across office and production environments and contribute to long-term IT strategy aligned with business growth and automation roadmap

## ESSENTIAL SKILLS

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- Strong experience in IT infrastructure, networks, systems management, cybersecurity principles, data protection, and risk management
- Experience managing or working alongside external IT service providers
- Ability to manage multiple priorities in a fast-paced operational environment. Strong problem-solving and analytical capability with effective communication skills across technical and non-technical teams

## DESIRABLE SKILLS

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- Experience within a manufacturing or engineering environment and experience supporting multi-site operations
- Understanding of cloud platforms and modern IT architectures
- Exposure to ISO standards (e.g. ISO 27001, ISO 9001 environments) and familiarity with ERP systems, production software's, or industrial automation systems

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## WORKING HOURS

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<b>Monday</b>	8:00am – 5:00pm
<b>Tuesday</b>	8:00am – 5:00pm
<b>Wednesday</b>	8:00am – 5:00pm
<b>Thursday</b>	8:00am – 5:00pm
<b>Friday</b>	8:00am – 2:30pm

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## COMPANY BENEFITS

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- Competitive salary
- Additional holiday entitlement linked to length of service.
- Company uniform and IT plus mobile device equipment provided where required for the role.
- Access to a company discount scheme.
- Overtime opportunities available at competitive rates, where applicable.
- Employee referral scheme.
- Training and development support and Employee wellbeing package.
- Long service awards
- Planned company events and engagement activities.
- Access to a salary sacrifice electric vehicle scheme, subject to eligibility.

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### How to Apply

Visit our careers portal to apply online or email your CV and cover letter to [careers@greenfieldengineering.co.uk](mailto:careers@greenfieldengineering.co.uk).