CAMBRIDGE CARES CAMBRIDGE CENTRE FOR ADVANCED RESEARCH AND EDUCATION IN SINGAPORE LTD.

Who are we?

We are the University of Cambridge presence in Singapore, Cambridge CARES. Our activities are sponsored by the National Research Foundation's CREATE programme.

Our team is comprised of world-class scientists and engineers working in a vibrant, fast-paced environment with great opportunities for knowledge and skills development. Further information on our activities can be found at www.cares.cam.ac.uk.

Who are we looking for?

We are looking IT Assistant to join our small IT team supporting a wide range of office and research computing needs to our researchers and scientists in their important work. This junior IT role will work closely with our IT Manager. The post holder will support the Chief-of-Staff and IT Manager with the following:

- Work with IT Manager to meet IT needs of our friendly, international group of researchers
- Support set-up and installation of new desktops and laptops
- Support purchase process for IT hardware, software and accessories
- Repair and/or recondition hardware as needed
- Be a first-point-of-contact for users, answer queries and assist with response to IT incidents
- Liaise with building management and partner organisations as needed for network and access issues
- Other support tasks as directed by supervisors

What skills do you have?

- 1-2 years work experience in an IT focused role
- ITIL Foundation certificate or equivalent welcomed
- Good knowledge in IT, networking and operating system,
- Good problem solving skills,
- Experience in installing computer hardware and software,
- Ability to multi-task and thrive in a busy environment,
- Great team player,
- Ability to communicate clearly and professionally; good oral and written communication skills in English,
- Able to follow instructions and capable of taking initiative sensibly as needed

What can we offer you?

- A stimulating working environment with friendly, highly motivated colleagues;
- An opportunity to work on a programme run by the world renowned University of Cambridge, supporting highly meaningful scientific work;
- An interesting, varied role, with plentiful opportunities to develop your skills further;
- A competitive salary in line with your skills and experience;
- A supportive workplace and good benefits package, including 21 days annual leave.

Please note this post is based in the CREATE Tower at NUS University Town, Singapore.

How to apply?
Please apply by uploading your CV and academic transcript to https://talent.sage.hr/jobs/96b1e2f5-897a-4327-955d-618f5f4b4450. If you have any questions, please feel free to reach out to the HR team at recruitment@cares.cam.ac.uk.