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Position Title



Administrative Support for Technology department (e.g. Department Information & Activities)

Must possess strong analytical and problem-solving skills. Ability to think outside of the box and apply creative solutions.  
Demonstrate an ability to establish relationships and build rapport at all levels, uncover technical issues and facilitate their resolution.  
Hands on approach with the ability to learn new systems quickly and apply them in the work environment.  
Good command of English with clear, concise verbal communication skills.  
High standard of customer service skills and excellent telephone manners.  
Demonstrated ability to work successfully in a team environment, with good time management and organisation skills.  
Understanding of and commitment to the principles of confidentiality.  
Familiar with basic network troubleshooting  
Familiar with Active Directory account management  
Familiar with Office 365 account administration  
Familiar with CASPER suite for managing Apple devices  
Demonstrates the Stamford Values Integrity, Courage, Ingenuity and Compassion

Fresh graduates from the Post-  
Technical  
Domain knowledge of the following:

- o Microsoft Windows 7 & 10
- o Apple IOS
- o Apple OS X
- o Active Directory
- o Microsoft Office365
- o Networking

Able to work independently  
Possess highly developed interpersonal and teamwork skills.  
Excellent verbal and written English skills  
Good references on request

Works closely with Regional and School team  
Liases with 3

