

I.T. DEPARTMENT, Master Key Planner

Salary: Depending on experience.

Hours of Work: 39 hours per week.
8:00am – 5:00pm Monday to Thursday.
8:00am – 4:00pm on Fridays.

Reports to: I.T. Department

Starting Date: January 2012

Background & Experiences

The successful candidate will be responsible for designing master key schedules for the building security industry and will work directly with the sales and production teams. The candidate must have a good knowledge of computer programming and should be familiar with the structure and layout of floor plan drawings. A minimum C grade in GCSE Level Mathematics and English is required for this position.

Knowledge of the master key software Superlock would be a distinct advantage. The Master Key Planner will also support several IT projects where knowledge of both PHP and VBA will be required.

Fluency in English is essential for this role

Main Tasks & Responsibilities

1. Master Key calculation using various software applications.
2. Processing Master Key documents within production
3. Supporting the sales team in the specification and design of Master Key System
4. Organising all Master Key System back ups
5. Designing / maintaining internal tools using PHP, VBA, MS Excel and MS Access.

Occasional Tasks & Responsibilities

1. Supporting IT with various software project
2. Designing Website with the use of Typolight software.
3. Hardware / Software Implementations

Working Environment: Office

Equipment normally used: PC, Superlock, APSA, AS400, Typolight, MS Office (Excel, Access, Word, Powerpoint), It language (PHP, VBA)