



Role: IT Executive
Location: London
Status: Full Time Employee
Band: 1 (Executive)
Reporting to: IT Manager

Formula E

Formula E is a new FIA single-seater championship and the world's first fully-electric racing series. The fourth season of the 2017/18 FIA Formula E Championship sees 10 teams and 20 drivers go wheel-to-wheel in 11 cities spanning five continents in the fight to be crowned Formula E champion. The electric street racing series sparks into life on December 2nd in Hong Kong, with the season finale double-header in Montreal on July 28th and 29th 2018.

Formula E is here to reinvent racing and break the conventions of our sport to appeal to a mass market audience. Formula E creates and races on city-centre circuits resulting in a unique and exciting series designed to appeal to a new generation of racing fans.

The championship represents a vision for the future of the motor industry, serving as a platform to showcase the latest innovations in electric vehicle technology and alternative energy solutions. Future seasons will see the regulations open-up further allowing manufacturers to focus on the development of motor and battery components, which in turn will filter down to everyday contemporary electric road vehicles.

Working at Formula E

At Formula E, we have created an environment that supports our colleagues to perform at their best. We are innovative, curious and we love the world we live in which is why we value sustainability. We believe that work should be fun and whilst we are passionate about delivery we are one team and supporting each other is key to our success.

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Your Role

As the IT Executive you will be responsible for the day-to-day management of Formula E's IT estate including setting up new employees, providing support and training and supporting the IT Manager on wider projects.

Responsibilities:

- Responsible for the day to day running of Formula E's IT estate
- Provide 1st & 2nd line support to Formula E employees onsite or remotely across multiple offices and locations
- Support Formula E employee equipment such as laptops, Mac laptops & computers and mobile phones
- Manage Formula E assets ensuring they are up to date and working in the most efficient way possible
- Facilitate new employees & new equipment requests through purchasing of required hardware, setup, training and handover
- Assist maintaining the Formula E file systems and provide support & training to employees
- Investigate Antivirus, webfiltering & email filtering alerts and resolve any issues that may arise
- Maintain the Formula E asset register
- Software installation & removal
- Support the IT Manager in larger projects

Skills and experiences:

- Experience working with Windows 10 & Apple Mac computers/laptop
- Office365 Management of users & email
- Experience with Microsoft OneDrive & Sharepoint
- Experience with other cloud based systems – Azure, Adobe Creative Cloud, AutoCAD, SAP
- Basic networking understanding – DHCP & DNS
- Experience with web domains – purchasing, setup SPF/MX, A C records
- Experience with AV systems – TV, wireless presentation, telephone conferencing
- Proficient with iPhone and assisting users with phone problems, questions, configuring email and moving between devices.

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Due to the number of applications - ONLY successful applicants will be contacted by the client.

PLEASE NOTE: It is unlawful to employ a person in a UK-based job who does not have permission to live and work in the UK. You should make yourself aware of how immigration laws apply to your situation before applying for any jobs. Formula E is an Equal Opportunity Employer. We offer a unique opportunity, a competitive salary and an environment that inspires innovation and supports professionals to perform at their best in their chosen fields.

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