FRENCH RESOURCES

International auditing firm is looking for a **French speaking IT Manager** for their Central London office. This is a varied and hands-on role at the heart of our operations. As IT Manager, you will oversee day-to-day IT services while also supporting facilities management and key business administration processes. You will play an important role in ensuring the smooth running of the office, delivering reliable support to colleagues and management, and contributing to broader operational projects.

This role offers exposure to multiple areas of the business and the chance to work closely with management while making a visible contribution to the success of the firm.

ROLE of the IT Manager:

IT Management:

- Providing day-to-day IT support across the office, including Microsoft 365 and Windows 11 environments.
- Maintaining and updating Windows Server software.
- Managing network equipment and communications infrastructure.
- Liaising with external suppliers and service providers.
- Overseeing IT asset and inventory management, including laptops, accessories and monthly reporting to the IT team in France.
- Preparing laptops and iPhones for new joiners and supporting the onboarding process.
- Managing equipment and account checking for leavers and providing status updates to HR.
- Supporting and maintaining business applications.
- Document processing and maintaining operational procedures.
- Support ISO 27001 documentation and compliance activities.

Facilities & Office Management:

- Supporting the management and maintenance of office facilities and infrastructure.
- Monitoring and coordinating building-related services, including heating systems, alarm systems and access control.
- Managing office access cards, including requests, issuance and offboarding processes.
- Coordinating with building management and contractors regarding maintenance and repair activities.
- Assisting in ensuring a safe, secure and well-functioning workplace environment.

Client Administration & Business Support:

- Maintaining client and project information within internal systems.
- Creating and managing client and project codes.
- Updating records with client and project information.
- Producing and maintaining operational reporting, including office attendance and occupancy reports.

PROFILE:

- Fluent French and English with strong communication skills

- Strong knowledge of Microsoft 365, Windows 11 and Windows Server environments.
- Experience supporting office IT infrastructure, including networking, hardware and user support.
- Practical, hands-on approach to troubleshooting technical issues and working with both end users and external suppliers.
- A proactive, dependable and solution-oriented mindset.
- Ability to work independently, prioritise effectively and manage competing deadlines.
- A willingness to take initiative and contribute to wider business projects.

SALARY & BENEFITS:

- Package up to £80K/y including excellent benefits include private health care, pension etc
- 2 days WFH