

Now Hiring

Argus Fire is one of the leading, privately owned fire protection and detection companies in the UK.

We are currently looking to recruit the following position at our Stourbridge office:

- **IT / Executive Assistant**

The Role responsibilities

- Hands-on IT support for users (hardware and software)
- Internal project delivery and implementation
- Executive administration and office operations tasks
- Maintenance and support of existing systems

The skills required for this role would be 2+ years experience in a technical support role, experience at project delivery, excellent organisation and communication as well as working knowledge and expertise with a variety of software, hardware and applications (including Microsoft Office 365)

Should you be interested, please send your CV and any additional information to:

Rachel Burford-Turner, Argus Fire Protection Company, Hendglade House, 46 New Road, Stourbridge, DY8 1PA or by email to r.burfordturner@argusfire.co.uk

