



CARPENTER BOX CHARTERED ACCOUNTANTS

Carpenter Box, one of the largest independent Practices in West Sussex employing sixty professional staff are looking to recruit:

IT ASSISTANT

This is an excellent opportunity for a technically strong and highly motivated individual to undertake a varied and challenging role working within a small but busy IT department.

Duties will include providing telephone and onsite support, installation and set up of software, repair of PCs and administration of internal telephone system and company intranet.

Applicants should have at least 2 years experience of working in an IT environment with experience of PC hardware, knowledge of Windows operating system and MS office software.

Personal development will be encouraged within this role. Salary package, according to experience. Pension Scheme, parking permit.

Applications including a CV and covering letter stating current salary should be sent to: Michelle Hay-Ellis, Human Resource Administrator, Grafton Lodge, 15 Grafton Road, Worthing BN11 1QR.

Visit our website: www.c-box.co.uk