

# VACANCY

## IT Assistant



- **Close to public transport and parking**
- **Fixed Term Contract until December 2020**
- **Sydney Olympic Park based**

Paralympics Australia (PA) supports and enhances all Australian Para-athletes who aspire to be Paralympians. We do this through athlete preparation for Paralympic Summer and Winter Games and assisting sports continually evolve and innovate training techniques. We also provide support to sports and athletes with resources and play a role in normalising disability within our communities.

As we continue our journey towards Tokyo 2020, technology will play a key role in our success. To ensure our equipment and systems continue to provide the appropriate level of support, we now require an IT Assistant to join our team on a fixed term basis.

This position will primarily provide user and desktop support (software and hardware), data management and utilise diagnostic tools to perform a broad range of customer assistance, equipment maintenance and computer repairs. Additionally, the role will manage the installation and configuration of computers, systems, networks, printers and scanners as well as the telecommunications network.

To be successful in this role, you will have:

- Experience with Windows based computers, hardware and software (Mac experience would be highly desirable)
- Experience with the following platforms; Office 365, Exchange Online, Active Directory
- Ideally exposure to SharePoint and Salesforce
- iPhone/iPad setup and troubleshooting

We are looking for someone who can work autonomously, is driven, shows initiative and is proactive with delivering results. Ideally the successful candidate will have 2 years' experience in a similar role and hold relevant tertiary qualifications.

Paralympics Australia provide a safe, fair and welcoming environment, valuing diversity and inclusion and we encourage anyone who holds the relevant skills and experience to apply for our roles.

It is a great time to join and contribute to an outstanding Australian sporting organization with an exemplary record of success on the world stage.

**To apply for this role, please email Samantha Martin, [samantha.martin@paralympic.org.au](mailto:samantha.martin@paralympic.org.au)**