

IT System & Network Administrator

Full-Time Leeds with Travel Requirements

Do you enjoy solving technical problems and supporting users across different sites?
Are you confident working with Windows Server, networks and IT systems?
Are you looking for a role where you can make a real impact on how IT runs day to day?

What you'll be doing...

You'll assist in maintaining and supporting our IT infrastructure, helping ensure systems and networks run smoothly, securely and efficiently across multiple sites.

- Regular travel to company locations is part of this role. Notice is usually given, though occasional short-notice trips may be required in urgent situations.
- Configure and troubleshoot LAN/WAN, VPNs, switches, routers and wireless networks.
- Provide remote and on-site technical support to users and teams.
- Support infrastructure projects like upgrades, migrations and deployments.
- Perform system updates, patching and performance tuning.
- Maintain documentation of systems and network configurations.
- Collaborate with vendors for hardware and software support.

Your background...

Must have...

- A full, clean UK driving licence
- Proven experience (3+ years) in IT systems and network administration
- Strong knowledge of Windows Server, Active Directory, DNS, DHCP and Group Policy
- Proficiency in network protocols, routing, and switching
- Ability to work independently, manage time effectively and prioritise tasks
- Willingness and ability to travel as needed
- Excellent problem-solving and communication skills
- Professional manner befitting an office-based role

Nice to have...

- Relevant certifications e.g., CCNA, CompTIA Network+, Microsoft Certified: Azure Administrator
- Experience with command shell, scripting and automation tools
- Familiarity with usage of ticketing systems

Sound like a good fit? email recruitment@surfachem.com to apply

What we can offer you...

- Generous holiday allowance with buy/sell holiday scheme.
- Flexible hours
- Hybrid working
- Genuine professional development opportunities through external training and internal career development programmes
- Mental health initiatives, including free therapy/counselling
- Physical wellbeing initiatives including active support and challenges

A bit about us...

Maintaining a portfolio of Material & Life Science companies, the 2M Group of Companies is committed to delivering chemistry-based solutions for a better life today and a better world tomorrow.

The 2M Group of Companies is headquartered in the UK with customers in over 90 countries. We have established a strong presence as market leaders in the chemical industry since our formation in 2004.

We are a friendly team with an innovative culture that works together to get things done. We trust everyone equally and fairly and encourage our people to be truly creative and think outside the box.

2M Group is fully committed to Diversity, Equality and Inclusion in the workplace. A copy of our EDI policy is available on request.