

**Project Title** , Enhancing internal systems, processes, and digital capabilities

**Project Description**

Tekmar Group is seeking an intern to support the IT administration team with digital transformation initiatives aimed at enhancing internal systems, processes, and digital capabilities. The intern will assist with:

- Day-to-day management and support of IT infrastructure and administrative systems.
- Supporting the integration of digital tools to streamline business processes.
- Assisting in the digitalisation of current manual or semi-manual workflows.
- Contributing to the documentation of processes and systems to improve clarity and accessibility.

**Expected Benefits:**

Increased efficiency through streamlined processes, improved reliability and availability of IT systems, reduction in manual administrative efforts, enhanced data accuracy, and greater overall productivity through effective digitalisation.

**Duration of Internship**

Flexible between 8-12 weeks

**Skills Required**

Familiarity with IT systems and administration, strong digital literacy, an understanding of business process digitalisation, excellent organisational skills, and the ability to document systems clearly..

**Location**

Unit N791,  
Grindon Way,  
Newton Aycliffe,  
DL5 6SH

**Start Date**

Summer 2025 start date flexible

**How to apply**

Send cover letter and CV to Greg Giles via email at [greggiles@tekmar.co.uk](mailto:greggiles@tekmar.co.uk).