

IT Technician

Job Brief:

We are looking for a qualified IT Technician in a part-time, seasonal capacity who can install and maintain workstation computers to work with our existing networks aiming for the highest functionality. You will also “train” users on the systems to make sure of appropriate and safe usage of the IT infrastructure.

A successful IT Technician must have a thorough knowledge of computer software and hardware and a variety of internet applications, networks and operating systems. The ideal candidate will also have great troubleshooting abilities and attention to detail.

The goal is to build and maintain updated and efficient computer systems and networks.

Responsibilities:

- Set up workstations with computers and all necessary peripheral devices (printers, scanners, etc.)
- Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality
- Install and configure workstation computer software and functions according to specifications
- Maintain local networks in ways that optimize performance
- Ensure security and privacy of networks and computer systems
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- Maintain records/logs of repairs and fixes and maintenance schedule

Requirements:

- Proven experience as IT Technician or relevant position
- Excellent diagnostic and problem solving skills
- Excellent communication ability
- Outstanding organizational and time-management skills
- In depth understanding of diverse computer systems and networks
- Good knowledge of internet security and data privacy principles
- Working towards a Degree in Computer Science, engineering or relevant field preferred
- Certification as IT Technician will be an advantage (e.g. CompTIA A+ Microsoft Certified IT Professional)

This position would start ASAP and run through April 18, 2017.

How to Apply:

Please email a resume to aduff@lindsayandbrownell.com