The SOFEI Group, Inc. (4723) To: Employment Counselor Date: 05/18/2024



## **Desktop Support Analyst**

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$23.75 to \$27.50 hourly Employment status: Contract / Temporary

## Description

In this role, you will need to excel at explaining intricate technical information to the non-technical user. If you are a driven individual who is most productive in an active and positive environment, this might be the job for you. Robert Half has a Desktop Support Technician role that may be the position for you, if you match these qualities. Motivated candidates with effective problem-solving abilities will be the best fit for this position. Located in the Arlington, Virginia, area, this Desktop Support Analyst role is short-term contract / temporary in nature.

What you get to do every single day

- Administer computer desktop support in accordance with established policies and procedures
- Solve computer problems, and implement appropriate action/solutions
- Communicate regularly and effectively with ticket submitters
- Preserve, inspect, and mend computer systems, hardware, printers, and computer peripherals
- Offer support on a variety of computer hardware and software issues by identifying, researching, and resolving technical problems
- Organize hardware repairs with the appropriate vendors
- Develop records of daily data communication transactions, issues and remedial actions taken or installation activities

## Requirements

- Desktop support or related experience
- Ability to quickly write reports, business correspondence, user instructions, and procedure manuals
- Solid understanding of Active Directory
- Network Printers experience
- Desktop Imaging experience
- Knowledge of MS Windows 10

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