

I.T. Support Specialist

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: \$26.00 to \$30.00 hourly
Employment status: Contract / Temporary

Description

Major responsibilities Administer computer desktop support in accordance with established policies and procedures Be in contact regularly and effectively with ticket submitters Support, examine, and repair 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 Settle computer problems, and offer suggestions on appropriate action/solutions Develop records of daily data communication transactions, issues and remedial actions taken or installation activities hardware repairs with the appropriate vendors

Requirements

Requirements Experience writing procedure manuals, user instructions, business correspondence, and general report writing Knowledge of Mac OS System Patching experience Microsoft Windows 10 experience Strong familiarity with Mobile Device Support Ticketing System experience 3+ years of desktop support or other related experience

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This Job Posting will expire in 10 days.