Quechan Indian Tribe (5300) To: Employment Counselor Date: 05/19/2024

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West Palm Beach, FL, 33401

# **Desktop Support Technician**

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: DOE Employment status: Contract / Temporary

### Description

We are searching for a solution-focused desktop support technician to provide our employees with hands-on, systematic support. The desktop support technician should receive IT-related concerns, and then proceed to diagnose and solve these issues. You should also ensure the regular maintenance of our IT infrastructure.

To be successful as a desktop support technician, you should be highly skilled in the fitting and upkeep of computers and their networks. A remarkable desktop support technician will gauge computer proficiency in every individual, and then proceed to tailor their services in a suitable manner.

Apply today for immediate consideration!!

#### **Desktop Support Technician Responsibilities:**

- Advising staff on appropriate procedures for directing their IT-related queries and recommendations.
- Receiving and documenting requests for support.
- Deciding on the most suitable ways of providing aid.
- Delivering IT and related assistance upon request, or as you deem suitable.
- Configuring new desktops, routers, modems, and similar devices.
- Performing routine inspections and upkeep of existing installations.
- Updating computer operating systems and other important software, as needed.
- Substantiating requests for hardware and software purchases and upgrades, if appropriate.
- Providing suggestions on appropriate training for staff.

#### Requirements

## **Desktop Support Technician Requirements:**

- Associate's degree in a computer-centered discipline.
- Pertinent bachelor's degree is strongly preferred.
- Experience as a desktop support technician or equivalent.
- Familiarity with all TeamViewer functions.
- Capabilities needed to deliver in-person and remote IT aid.
- Fantastic installation, diagnostic, upgrade, and restoration abilities.
- Excellent vertical and lateral thinking.
- Superb time management skills.
- Clear written and verbal communication.
- Forbearing, flexible, and supportive.

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