

IT Administrator

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

Title: IT Administrator

Location: San Jose (Onsite)

Part time: 2-3 days

Technology Top Skills: MAC OS, Windows OS, Gsuite, Jira, Zoom

Robert Half is looking for an IT Administrator in San Jose, working Part-Time hours. The IT administrator will be responsible for providing technical Support for all employees. The roles include responsibilities such as On-boarding, Off-boarding, and managing hardware and software life cycles. The IT Administrator is expected to manage all issues relating to computing devices and give a predictable service to customers. The position will deliver support for Windows, Mac and mobile devices. To thrive in this role, you should be a natural problem solver and have a strong sense of ownership. Apply for this position today if you think you are a self-confident, motivated person with a strong work ethic and excellent communication skills who enjoys a fast-paced, team-driven environment. Submit your application for this exciting opportunity!

Essential Duties:

- Provide recommendations to the Leadership team on the best use of IT Services to meet the company's needs
- Configure employees' personal devices, including laptops, desktops, mobiles, video and teleconferencing devices, and on-boarding needs
- Onboarding / termination processes for employees
- Take ownership of all hardware and software issues identified
- Troubleshoot, diagnose and apply logical solutions to resolve problems pertaining to personal devices, network connectivity, printing and application usage for all employees
- Be able to work in a Mac Heavy Environment

Requirements

Top Requirements

- 3+ years in a corporate IT role
- Advanced Application configuration knowledge, application compatibility
- Strong Mac OS skills
- Hardware: Laptop, desktop, mobile devices, monitors, AV equipment, etc
- Software: Microsoft Operating Systems, IOS, Mac, G-Suite, Jira, Zoom etc

****For immediate consideration please apply here and connect with Nadia Jimenez on LinkedIn**

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.