IT

Description

The IT Support team maintains the computer networks of all types of organisations, providing technical support and ensuring the whole company runs smoothly. IT Support monitors and maintains the company computer systems, installs and configures hardware and software, and solves technical problems. Because of the nature of the job, some companies may require their IT Support to undertake shift work.

Responsibilities

Installing and configuring computer hardware, software, systems, networks, printers and scanners
Monitoring and maintaining computer systems and networks
Responding in a timely manner to service issues and requests
Providing technical support across the company (this may be in person or over the phone)
Setting up accounts for new users
Repairing and replacing equipment as necessary
Testing new technology
Possibly training more junior staff members

Qualifications

Computer Science
Computing
Engineering
A technical, logical thought process
Problem-solving skills
An ability to stick to strict deadlines
An ability to prioritise and delegate
A keen eye for detail

Hiring organization
UNI Manpower Resources and General Services Inc.

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