



Computer Technician

Job Summary:

We are seeking a part-time Computer Technician to join our small but dynamic Information Technology team. The ideal candidate will be able to communicate effectively with all levels in the organization and possess excellent organizational and time management skills. The Computer Technician will be responsible for providing break/fix services for computers, printers and other associated peripheral devices.

Job Responsibilities:

- Installs and configures applications on computers as required.
- Provides setup and configuration of computing peripherals such as printers, readers/writers, monitors, scanners, special keyboards and other equipment as necessary.
- Troubleshoots computer and peripheral issues and provides hardware replacement, cleaning or repair as needed.
- Maintains compliance with software licensing and inventory.
- Performs hands-on fixes at the desktop level including installing and upgrading software, implementing file backups and configuration of systems and applications.
- Answers and responds to Help Desk calls and issues.
- Accurately documents instances of desktop equipment or component failure, repair, installation, and removal.
- Performs research on technical computer topics as requested by IT Manager or Systems Administrator.
- Relocates computer and peripheral equipment throughout Howell Instruments Inc.
- Maintains familiarity with Dell hardware (i.e. tablets, surface pro and cell phone).
- Performs additional duties as required.

Job Requirements:

- Minimum one year experience including basic networking skills demonstrating ability to connect and configure computers and peripherals to the network.
- Technical training in related field. Associate degree in computer science, information technology or related field preferred.
- Working knowledge of Windows 7 or higher.
- Ability to work independently or in a team.
- Capable of delivering error-free work, using independent review.
- Must have up to date knowledge of technical discipline.
- Willing to work fluctuating schedule as needed.

Qualified applicants should e-mail resumes to hr@howellinst.com.

EEO/AA/F/M/Vet/Disabled