

Desktop Support Technician (Temporary Contract)

Job Duties and Responsibilities:

- Providing full range of technical support related to desktops for the staff
- Installing new hardware components in the desktop
- Installing operating systems and software in the desktop
- Setting up network connections in the company and ensuring that all the desktops are connected to the main servers
- Testing software and hardware compatibility

Job Skills and Specifications:

- Proficient in Microsoft software suite
- Good knowledge about the hardware and software applications in desktops
- Good knowledge about customer service ethics and procedures
- Good communication skills in order to converse with staff who are not knowledgeable about desktop technicalities
- Ability to grasp the root of the problem of the staff directly or on phone and provide troubleshooting solutions
- Good troubleshooting ability
- Good analysis and decision making skills

Salary Range: \$12.00-\$20.00

Estimated Hours: 20-30 hours per week for a period of 30-60 days