<u>IT TECHNICIAN</u>

<u>IT TECHNICIAN JOB DESCRIPTION:</u>

We are looking for a qualified IT TECHNICIAN who will install and maintain computer systems and networks aiming for the highest functionality.   You will also 'train' users of the systems to make appropriate and safe usage of the IT infrastructure.

A successful IT TECHNICIAN must have a thorough knowledge of computer software and hardware and a variety of internet applications, networks and operating systems.   The ideal candidate will also have great troubleshooting abilities and attention to detail.

The goal is to build and maintain   updated and efficient computer systems and networks to optimize the role of technology for this business as well as fulfill the vision for this company.

<u>JOB RESPONSIBILITIES:</u>

* Set up workstations with computers, and necessary peripheral devices such as routers, printers, cameras, projectors, sensors, etc.

* Ensure that the Wifi within the building is evenly sustained at all times, and safe from intrusion from the outside.

* Install and configure appropriate software and functions according to specifications.

* Develop and maintain local networks in ways that optimize performance.

* Ensure security and privacy of networks and computer systems.

* Provide orientation and guidance to users on how to operate new software.

* Organize and schedule upgrades and maintenance without deterring others from completing their work.

* Perform troubleshooting to diagnose and resolve   problems such as repair, replacing parts, debugging, etc.)
* Maintain records/logs of repairs and fixes and maintenance schedule.

* Identify computer or network equipment shortages, discuss with appropriate manager and place order(s) if approved.

<u>JOB REQUIREMENTS:</u>

* Excellent communication ability.

* Degree in computer science, engineering or relevant field.

         * Certification as IT TECHNICIAN would be an advantage (e.g. Comp TIA A+, Microsoft Certified IT Professional, etc...)

         * Outstanding organizational and time management skills.

         * In depth understanding of diverse computer systems and networks.

         * Ability to set up a   product, sales, inventory control computer system.

         * Ability to write grant applications if required.

         * Good knowledge of internet security and data privacy principals

         * Leaves the work site in a clean and orderly manner.

         * Several years of work experience in this field.

THREE RELEVANT REFERENCES WILL BE REQUIRED.

CURRENT   SECURITY   CHECK   REQUIRED.

If you are interested in applying for this position with Native Renaissance 2, send your resume to nardakj@bell.net .   Deadline is May 31, 2018.