

IT Technician

#09038-WW

We are recruiting for the part-time position (20 hour work week) of IT Technician who will be based out of our Vernon office in British Columbia. This position is for a six month term, which may be extended at the end of the initial term.

The successful candidate will be responsible to meet a multitude of objectives including but not limited to:

- Responsible for our current domain which includes 3 servers and 65 users at 2 primary locations.
- Software and hardware installation of workstations and servers, including configuration and testing.
- Responsible for the installation, repair and preventative maintenance of all PCs, laptops and related systems.
- Performs upgrades and backups of software and hardware applications.
- Troubleshoots and corrects hardware and software problems on PCs, servers, switches, routers, printers and other installed devices.
- Understand user problems and must have the ability to explain technical issues in an understandable manner to users.

The successful candidate will possess the following skills and qualifications:

- One to three years of related experience.
- Must be able and willing to travel for system installation and site support; although typical service response is local, some domestic travel is required.
- Must be able to work under pressure, as service calls must be responded to promptly, diagnosed quickly and fixed within a short time frame.
- Exceptional Excel (including Macros) and typing skill set a must.
- Must be able to work without supervision and have excellent time management and multi-tasking abilities.
- Think creatively on your feet, self starter, proactive, able to anticipate potential problems.

All applications will be handled in confidence and should be e-mailed, quoting posting #09038-WW, to jobs@westwoodcompanies.com or faxed to (780) 986-4329.

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