

Information Technology (IT) Technician

Job Summary

We have an opportunity for an internal IT Technician to join our team in Sweetwater, Texas! We are looking for a well-rounded technician who has the right attitude and skill set to join our organization.

Duties / Responsibilities

- Setup and install new workstations with computers and required peripheral devices
- Ensure functionality of computer and telephone hardware
- Install and configure appropriate software and functions
- Develop and maintain local networks, computer and telephone systems
- Assist in identifying computer and network shortages and addressing them as necessary
- Maintain and update security and privacy on the technical systems including computers and telephones
- Assist in upgrades and maintenance as necessary and maintain logs of repairs and maintenance schedules

Required Skills / Abilities

- Excellent analytical, logical and problem-solving skills
- In-depth understanding of diverse computer systems and networks
- Proficient with Microsoft Office Suite or related software
- Ability to diagnose, communicate and problem solve issues
- Proficient with, or able to quickly become proficient with, a range of general and specialized applications, software and hardware used for the organization

Education / Experience

- Proven experience as an IT Technician or relevant position
- Bachelor degree or greater in Computer or Information Science related field preferred

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at a time

Compensation / Benefits

- Salary is dependent upon experience
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- 401(k) Retirement Plan
- Cafeteria Plan
- Paid Time Off