This paid position’s role is to provide a single point of contact for end-users to receive support and maintenance within the organization’s desktop computing environment. This position requires the ability to learn and adapt quickly to new environments as it entails a variety of job activities. Client interaction onsite will be required daily, so the ability to interact with clients in a professional manner is a must.

**Responsibilities:**
- Installing, diagnosing, repairing, maintaining and upgrading all PC hardware and equipment to ensure optimal workstation performance.
- Troubleshooting problem areas (in person, by telephone, or via email) in a timely and accurate fashion, and provide end-user assistance where required.
- Windows Surface deployment and troubleshooting, and Windows WDS imaging.
- Printer support and networking.
- Mobile phone management.
- Working with external vendors.

**Requirements:**
- Currently in school for Information Technology or related field.
- Demonstrable ‘hands-on’ IT work experience supporting and resolving diverse PC desktop software and hardware issues.
- Experience supporting, managing and optimizing end user desktop, laptop and tablet environments.
- Strong Windows 10 deployment, administration and troubleshooting.
- Strong Office 365 Email administration, MS Office and Outlook knowledge.
- Knowledge of IP phone systems.
- Meraki Firewall, VPN and Wireless knowledge.
- Must be able to lift at least 30lbs.
- Ability to travel to remote sites as required.
- Industry certifications a plus.

**How to Apply:**
Submit resume to: Sharon Blake, HR Generalist
sblake@coniferllc.com