



IT ASSISTANT NEEDED

Kingston Jamaica Location

Duties and responsibilities:

- Install, configure, test, maintain, monitor, upgrade and troubleshoot end user workstations, hardware, cellphones, mobile devices and, networked peripherals.
- Ensure all setup parameters meet company standards.
- Follow maintenance protocols to ensure systems are secure and ready for users.
- Perform minor structured wiring repairs and punch downs.
- Receive and respond to incoming calls, help desk tickets, and/or emails regarding PC and/or hardware problems.
- Responsible for accounting, organizing and maintaining of IT assets
- Ensure confidentiality of sensitive and proprietary information; adheres to company security policies.
- Support all locations -in and out of town-.
- Ability to work flexible hours, if needed.

Requirements and qualifications:

- Diploma or equivalent.
- Technical certification (i.e A+ certification) would be an asset.
- Knowledge of basic computer hardware, software and networking.
- Ability to work on a shift basis, including weekends and public holidays –as needed-.
- Experience with PBX system will be an asset

Other Desired Skills:

- Excellent interpersonal skills, with a focus on listening and questioning skills
- Strong written and documentation skills
- Ability to work productively in self reliance environment
- Proactive and self motivated.

Interested candidates, visit www.laparkan.com to complete an application. You will be required to submit a resume.