I.T. ASSISTANT NEEDED - Miami, FL Location

LAPARKAN is an established, international leading logistics organization in the South Florida area receiving resumes from experienced candidates for the following position:

FULL-TIME I.T. ASSISTANT – MIAMI, FL

Requirements include, but are not limited to:

- Provides direct, remote control, and telephone support to laptop, Mobile and PC users
- Supported software includes Windows, MS Office as well as any other applications the Organization uses or may implement in future.
- Installs, upgrades, and troubleshoots various company-supported software
- Installs, upgrades, and troubleshoots PC, laptop, and PDA hardware, peripherals, and security cameras
- Performs training for end-users, as needed
- Assists in facilitating the configuration and initial setup of mobile devices and assigning and re-assigning of same to team members, as needed
- Performs routine preventive and corrective services on desktop and mobile devices including, but not limited to, drivers, bios, software, and firmware updates.
- Ships, tracks, and receives purchased equipment, equipment sent to other LPK offices, and/or offsite for repairs
- Assists with the management of network equipment, servers, printers and other peripherals, internet connectivity and modem pools and facilitates correction of problems and replacement of hardware as required
- Monitors system printer supplies, including toner cartridges and ribbons, and orders replacements as required
- Confirms equipment security (locked cabinets, etc.) and maintains a clean, uncluttered work environment in all technology centers (computer room, server racks, telephone closets)
- Assists with system upgrades, expansion, and maintenance projects, as required
- Performs research for computer and software related purchases. Obtains quotations and specifications from various vendors and Internet sites.
- Assists with I.T. projects on an as needed basis.
- Coordinates vendor and consultant visits.
- Assist with upkeep of company's website, as needed.
- Keep up to date equipment inventory and documentation
- Any other duties to ensure the smooth functioning of the Department

Qualification
Associate's Degree in Computer Science or related field or equivalent Certification and 2 – 4 years of direct experience.

Computer Skills:
Microsoft Office, computer repair, LAN/WAN & Router configuration, VPN, IP, TCP/IP, Command line, CAT5 wiring, COAX wiring, basic electricity, network configuration, network topologies.

Licenses, Registrations:
Valid Florida Driver's License
Must have a vehicle

Benefit packages include Medical, Dental, Vision, and Life Insurance plans, a 401K Retirement plan, paid time off, and much more.
Laparkan is an EEOC/DRUG FREE WORKPLACE

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