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IT TECHNICIAN NEEDED – MIAMI, FLORIDA

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

IT TECHNICIAN – MIAMI, FLORIDA 33147

Requirements include, but are not limited to:

- Provide direct, remote or telephone support to Laptop, Mobile, PC and other systems' users
- Support software includes Windows OS, MS Office as well as any other applications the Organization uses or may implement in future.
- Install, configure, maintain, upgrade and troubleshoot various Company supported software
- Install, Troubleshoot LAN, VLAN, WiFi and WAN network connectivity issues and Firewall and Router devices
- Assist in managing and monitor antivirus software
- Install, configure and maintain Wireless network infrastructure and barcode scanners
- Provide support for IP based and POTS telephone systems
- Provide support for Laser, Label and other printer systems
- Create and maintain system documentation and proactively share this information with the team members
- Upgrade and troubleshoot PC, laptops, PDA hardware, peripherals, cellphones and security cameras
- Assist in facilitating the configuration and initial setup of mobile devices and assigning and re-assigning of same to team members, as needed
- Perform 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 printer systems and supplies' inventory, including toner cartridges, 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 room and racks, telephone closets)
- Performs system upgrades, mount/unmount, 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 other 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
- Performs training for end-users as needed
- Any other duties to ensure the smooth functioning of the Department

Benefits:

- Medical Insurance
- Employer-paid Dental Insurance
- Employer-paid Vision Insurance
- Employer-paid Life Insurance
- 401(K) Retirement Savings Plan
- 401(K) Employer match
- Paid benefit time off and federal holidays
- Supplementary insurances: pet insurance, legal insurance, employer-paid short-term disability, and more.

Interested candidates, visit www.laparkan.com to complete an application. You will be required to submit a resume. Join our team today!

Laparkan is an EEOC/Drug Free Workplace. Candidates must be authorized to work in the United States.