IT SPECIALIST - PART TIME OR CONTRACTOR

Posting ID: EM188120A5
Company Website: http://www.americangemsociety.org
Company: AGS Laboratories
Work Location: Las Vegas, NV
Position Type: Part-Time
Salary: $20-$30 Hour DOE
College Major(s): Electrical/Computer Engineering (EE/CpE), Computer Science (CS)
College Level(s): Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior, Alumni

OVERVIEW
Non-profit diamond grading laboratory

Roles and Responsibilities
Essential Functions:
● Learn and understand appropriate software and hardware supported by the company
● Provide support to monitor, install and perform maintenance on peripherals and software as directed
● Provide hardware and software problem resolution as directed
● Identify and replicate problems, and suggest solutions as directed
● Provide networking support/troubleshooting and general support as directed
● Manage the overall planning, direction, coordination, execution, control and completion of assigned projects
● Performs intermediate technical tasks on all platforms
● Assists in research and procurement of computer accessories and supplies as directed
● Maintains confidential nature of matters pertaining to company records, policies, and customer lists
● Performs other duties as assigned

Education and Qualifications
Competencies:
● Excellent oral and written communication skills
● Exceptional customer service and people skills
● Technical capacity
● Ability to write routine reports and correspondence
● Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
● Proven experience working in an organized, methodical, deadline-oriented environment
● Ability to meet daily goals and deadlines in a timely manner

Required education and experience:
● Experience with Microsoft Exchange, VMware, networking, IT support, server administration and help desk tasks in a multi-server environment
● Associate degree in Computer Science/Technology or a related field preferred
● 2-3 years of relevant experience

How to Apply
Send resume to: dmanfra@agslab.com