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# Example of Computer Repair Technician Job Description

Our innovative and growing company is hiring for a computer repair technician. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for computer repair technician

* Research and evaluate new technologies and peer organizations to find more efficient ways to facilitate the processing of equipment for testing, data sanitization, sales, and recycling
* Thoroughly documents all items that are processed in relation to the date of processing, item specifications, and disposition method
* Maintains a contact list of all potential vendors to source/sell material to
* Responsible for the appropriate use of a University purchase credit card for all purchases associated with this area while maintaining accurate records associated with this card
* Assists management with all related paperwork and documentation needed in all area specific purchases, non-contractual and contractual vendor selections, and assists with the initiation, renewal, or cancellation of contracts with relation to this area and position
* Act as the manager on duty in the absence of the department manager and assistant manager
* Required to cross train and assist the Departments of Central Receiving’s IT Manager with internal help desk requests on a monthly basis or as needed
* Learn and utilize Python for application and program maintenance for internally developed applications
* Troubleshoot and diagnose hardware and software issues
* Replace parts as needed

## Qualifications for computer repair technician

* Possesses strong analytical abilities and is capable of working methodically towards the completion of all repairs
* Works well unsupervised and as part of the team
* Understands the responsibility for protecting our customer’s privacy and property
* Able to prioritize and balance competing needs
* Possesses a sense of urgency and enjoys a fast-paced environment
* Maintains a positive and flexible outlook