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# Example of Desk Job Description

Our growing company is searching for experienced candidates for the position of desk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for desk

* Able to follow documented processes and procedures
* Responsible for daily maintenance tasks
* Periodic after hour on-call support as assigned by Manager
* Research and troubleshoot basic to mid-level IT related issues
* Complete all administrative tasks in a timely and accurate fashion
* Ad hoc basic to mid-level projects as assigned by manager
* Some positions are accountable for maintaining inventory of IT equipment
* Maintaining and updating service desk tool records
* Providing documentation when necessary to records
* Providing excellent customer support to our end users

## Qualifications for desk

* Experience with configuring and troubleshooting Windows 7 and Windows 10
* Experience supporting cellular devices (iPhone, ) and WiFi a plus
* Helping customers with their software solutions
* Software remediation
* Dialing into systems looking for illegal software
* An appreciation for grammar/professional writing