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# Example of Desktop Technician Job Description

Our company is searching for experienced candidates for the position of desktop technician. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for desktop technician

* Complete any required documentation in a timely fashion
* Perform other duties as assigned to assist in meeting company objectives
* Take repair responsibility as determined by Service Manager
* Responsible for security of any client data
* Update ticketing system and other data repositories
* Provide administrative reports and documentation as required
* Assist others with adds, moves, and changes within the offices, including any project work requiring a change in a PC or laptop
* Maintain software-testing environment for new security patches, Windows updates
* Assigned tickets, go through the tickets
* Then handle the tickets- hardware & software

## Qualifications for desktop technician

* Phone/iPad/Windows mobile device support
* Punctuality (starts on-time), meets deadlines, set appointments, meets appointments
* Knowledge of Insurance and/or Banking industries helpful
* Must be able to lift, push or pull 25 pounds or more and be able to bend, kneel and work with arms raised for prolonged periods
* Available to work Full-time Monday through Friday - 40 hours a week
* Good communication with all levels of associates, clients and company