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# Example of IT Technician Job Description

Our company is hiring for an IT technician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for IT technician

* Participate in regional and cross-regional technical meetings
* Contribute updates to technical documentation, procedures and process definitions
* Perform emergency or periodically planned information systems administration tasks, maintenance/upgrades and configuration changes
* Conduct systems performance analysis and provide feedback to functional leads and colleagues in the Continual Service Improvement function
* Contribute to IT International projects as needed and as coordinated by the assigned project manager
* Discusses performance issues and improvement ideas with pertinent technical staff
* Recommends changes in circuitry of installation specifications to simplify assembly and maintenance
* Sets up standard test apparatus or contrives test equipment and circuitry
* Supports the organization’s project management policies, practices, and methodology
* Analyzes and resolves incidents and problems of low complexity ensuring ARs are updated accurately and in a timely manner

## Qualifications for IT technician

* Able to juggle multiple tasks and keep your cool
* MCSE qualified
* Willing to get involved in ad hoc work when required
* Support/Install Adobe and Apple desktop software
* Smartphone & tablet support
* Ability to diagnose WAN/LAN/Wireless problems