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# Example of IT Technician Job Description

Our growing company is looking for an IT technician. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for IT technician

* Assist with remote access process if requested by the IT Director, IT Supervisor or Systems Admin/AS400
* Troubleshoot network connectivity for property systems and maintain network wire management
* Profile request administration for network and property systems
* Consult with vendors to improve customer service and reduce problems in the environment
* Maintains documentation of the network systems, computing hardware and software
* Analyze and repair PCs, RFs, and wide variety of printers
* Document all calls, tasks, and projects
* Maintain userIDs in all systems
* Support Operations in all aspects
* Maintain inventory and asset tracking

## Qualifications for IT technician

* Applicant must meet physical requirements, as the position may involve heavy lifting and climbing
* Great sense of customer service
* Must be comfortable speaking in front of groups of 60+
* Must be able to lift 30+ lbs on a fairly consistent basis
* Process creation and documentation a plu
* Strong knowledge and experience with Windows 7, 8 or 10