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# Example of PC Tech Job Description

Our company is growing rapidly and is looking to fill the role of PC tech. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for PC tech

* Manage computers remotely using Bomgar
* Install computer software
* Handle computer security and password issues
* Install new system equipment, making additions and changes to both phone and computer systems
* Perform Outlook configuration
* Develop and maintain batch files used to install applications or map network drives
* Develop and maintain printers web application (HTML, HTA, and VBSCRIPT)
* Create and follow up on service tickets in CA
* Reset voicemail passwords in Call Pilot
* Manage network printers (see logs, reset printer, configure network settings, scan to e-mail settings )

## Qualifications for PC tech

* Able to follow up things in good manner responsively
* Responds to problem tickets and repair the malfunctioning equipment quickly
* 1+ years’ experience in desktop support and administration
* Familiarity and expertise in mobile devices (blackberries, Apple IOS, Android)
* Candidate must be able to work with limited supervision and with no instructions needed for routine tasks
* Skills and experience administering / supporting Microsoft Lync