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# Example of PC Tech Job Description

Our innovative and growing company is looking for a PC tech. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for PC tech

* Support Security Operations Team as needed
* Perform On-Call rotation when required
* This tech will need to have an exceptional level of customer service, wide range of support experience
* Training specific to this role will be provided (should be about a two-week period)
* Must have a proven customer service background, very important!
* The oversight and compliance of computers, systems and digital media storage devices disposed through Property Disposition
* Run diagnostics to discover which Cisco equipment is not properly working
* Install and program new Cisco network equipment, test and evaluate the results
* Responsible for WAN support
* Configuration, implementation, troubleshooting of Cisco routers, switches, and firewalls

## Qualifications for PC tech

* Good oral and written communications skills and organizational skills
* Ability to maintain, track, and report project status and metrics
* Open to learning resort local phone system, and make simple adds/moves/changes
* Follow and enforce company guidelines, policies and practices
* 2 years’ experience in the set-up, configuration, use and troubleshooting of computers
* Quality workmanship and service-oriented