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# Example of Technology Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of technology assistant. 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 technology assistant

* Prepare and distributes divisional correspondence, memos, letters, reports or other documents as requested
* You cooperate and take responsibility in innovative engineering projects for the Hoboken plant of Precious Metals Refining
* You will be part of a dynamic project team and actively identify the needs of internal customers (production, maintenance, environment,…)
* Execute Architecture Management operational processes, including Technology Lifecycle Management processes
* Ensure alignment of processes to emerging technologies and experiments
* Learn, understand and document the process to produce data extractions from architecture tools for metrics and reporting
* Validate data on the Technology Standards List
* Update Technology Management training materials and create new training materials as needed
* Manage publications in our document repository
* Setup a logical structure that interfaces with SharePoint

## Qualifications for technology assistant

* Discretion and maintaining confidentiality when dealing with sensitive issues
* Strong IT Literacy including Microsoft Office (Word, PowerPoint, Excel)
* Self-motivated, energetic, flexible and able to manage multiple priorities
* Ability to adapt to a fluid, unstructured environment and produce results with little supervision
* Must be team oriented and able to function in a fast-paced, ever-changing environment with a consistently positive and professional attitude
* Applicant must possess strong technical skills including PowerPoint, Excel and Word