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# Example of Temporary Technician Job Description

Our innovative and growing company is looking to fill the role of temporary technician. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for temporary technician

* Conducting testing and analysis using proper methods and procedures to assure safe practice and valid results
* Ensure that physical desktop connections
* Provide technical support within classrooms, and team rooms
* Offer assistance, to faculty, staff and students for IT/AV related issues
* Provide primary support for team rooms and team room reservations, confirms student reservations issues and collects keys, and reports any room or technical issues to the Associate Director
* Perform general clerical functions including filing, typing, mail sorting and distribution, answering phones, send/receive faxes, photocopying
* Operate and request maintenance upkeep on office machines, including fax, photocopier, laser printers
* Maintaining all instrumentation and control systems for the process and utility systems to optimise availability
* Ensuring fire & gas detection / ESD systems are maintained for maximum reliability and availability
* Collecting data and information required for condition monitoring and preventative maintenance

## Qualifications for temporary technician

* Knowledge and experience in analytical analysis techniques
* B.S.in Science (Chemistry preferred, Biology acceptable)
* Travel requirements include daily travel between main campus and offsite archives
* Managing tape back-up and logistics including removing tapes that are full and need to go to storage
* B.S.\* in engineering or life science (chemical engineering, biochemistry, chemistry, microbiology, or related discipline)
* Knowledge of principles of cGMP