



Example of Computer Assistant Job Description

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

- Coordinate annual communication allowance renewals, process new/change allowances as needed
- Other duties/office workflow assignments as needed
- Conduct technical presentations, prepare technical and user documentation for applications
- Develop, test and debug windows applications and web applications using Microsoft .NET technologies (ASP.NET MVC, WPF, and Windows Forms)
- Provide support for deployed computer application systems including version management, deployment and data recovery
- Independently liaise with users in order to get/analyse requirements
- Maintain functional specifications for computer application systems, programmes and procedures developed and/or modified
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- Provide support for deployed computer application systems including version management, data recovery and deployment to users' offices
- The primary purpose of this position is to manage all aspects of information systems to include acquisition support, training, and installations for an organization

Qualifications for computer assistant

- 4 years of experience in administration or office management
- Exceptional customer care qualities
- Knowledge of Google Forms, Google Docs
- Highly self-motivation