Our company is looking for a computer operator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for computer operator

- Keep Schedule Board and required test logs up to date
- Monitor and respond to radio communications
- Ensure accuracy of media labels for media library storage
- Separate, secure and shred classified trash or deliver to Document Control
- Maintain inventory of computer operation supplies and make notification when stocks gets low
- Assist Media Librarian and assume responsibilities in the absence of assigned personnel
- Supporting Field Service Technicians and Call Center Operators in troubleshooting terminal issues
- Generate reports required
- Understanding of technical risk assessment
- Monitoring and restoring backups

Qualifications for computer operator

- Ability to sit behind a desk for extended periods of time
- Minimum one to three years work-related experience required
- Be proactive in recommending changes to operations policies, procedures, technology, training, to improve effectiveness, efficiency or service quality
- Vocational/technical training beyond high school and 4 years of job-related experience
- This position may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software

course (Course D/E-555-0055)