



Example of Information Services / Technology Job Description

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Our growing company is hiring for an information services / technology. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for information services / technology

- Work with the team to grow in subject matter expertise with regard to computer problems related to Windows 7/8, Windows applications, Microsoft Office products including MS Outlook, Office Communicator, McAfee Antivirus and Mac OS X
- Implementation of system and software upgrades, performance monitoring and tuning
- Perform regular help desk shifts acting as second level technical resource
- Tracking & documenting support activities, using CAs Service Desk Management system
- Communicate and document troubleshooting techniques and "best practices" to the team
- Work as a team member performing installation and maintenance of technology at client engagement sites
- Understand, analyze and research technical problems
- Develop your technical skills and knowledge of our clients' business
- Build relationships with team members and customers of all levels
- Design and implement of analyses that will identify requirements related to people, processes and technology

Qualifications for information services / technology

- General understanding of application programming and design, database

- Master's degree in a related field and 8 or more years of relevant experience (including 6 years of management experience)
- Excellent oral and written communication skills excellent presentation skills at all levels inside and outside the organization
- Demonstrated experience leading and developing teams, developing strategic technology roadmaps and extensive experience with IT planning and operations
- Demonstrated knowledge across multiple mobility platforms, processes or architectures, broad knowledge of new mobile technologies
- Proven senior project leadership skill sets