



# Example of Information Technology Assistant Job Description

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Our company is looking for an information technology assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for information technology assistant

- Obtain P-Card purchase approvals and order supplies
- Track licenses for various software suites
- Maintain records for loaner laptop and iPad records
- Maintain records for Square POS equipment
- Process WJ Service Requests for copiers, scanners and printers
- Track inventory of ink and toner and ordering requests ministry-wide
- Complete work Orders and System Changes
- Set up User Documentation that will provide good self-help materials for ministry staff
- Prepare Asset Transfer/Disposal forms for IS Department
- Provide backup support for Help Desk phones and for IS Department phones when needed

## Qualifications for information technology assistant

- Apply your organizational, communications and project management experience to deliver special projects and process improvements that drive positive results for the leader and the team
- Leverage your office management skills by organizing, hosting and facilitating activities such as team and cross-functional meetings, conferences and department activities
- Advise the department in the use of the business unit or department's products and services

- University graduate of information technology or related discipline
- At least 5 years of experience in mobile app architecture, infrastructure, and integration components