



Example of IT Production Support Job Description

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Our company is growing rapidly and is looking to fill the role of IT production support. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for IT production support

- Must have above average oral and written communication skills (strong documentation skills)
- Advanced PC skills in appropriate Microsoft Office programs required
- Experience working in a batch processing environment and a Linux environment is an asset
- Scripting knowledge in bash, perl, awk
- This position requires demonstration of excellent customer service skills
- Develop internal IT Service Level Agreements between the IT Production Services function and other IT functions necessary to support our business and with vendors of all service related issues that are the responsibility of the solution provider
- Candidate must possess at least a Bachelor's Degree, Master's Degree / Post Graduate Degree, Computer Science/Information Technology or equivalent
- Knowledge/experience in web programming (.Net/Java/HTML5), Android/iOS mobile application development
- Resolve Incident Management issues from triage through to resolution
- Managing the running of daily batch processing and scheduled production activities

Qualifications for IT production support

- 15+ years of experience working as a technical individual contributor

- 3-4 years managing production environments and automated deployments
- Must have a bachelor's Degree, MIS or Computer Science + 2 yrs
- Microsoft Windows 7 / 8.1/ 10 32-bit/64-bit Operating Systems