



Example of Services Technician Job Description

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Our growing company is looking to fill the role of services technician. 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 services technician

- Carry out preventive maintenance as per the maintenance schedule for the services department
- Ensure that laid down Environmental, Health & Safety policies and procedures are adhered to and that there is total compliance
- Set up and operate audio/visual equipment, sound systems, and video projectors as needed
- Set up and take down of event space including tables, chairs, and dance floor
- Serve as a support for all events and staff on duty to ensure smooth operation of events
- Troubleshooting and providing customer technical support for assigned products and services
- Troubleshoot and resolve common service requests pertaining to assigned products
- May troubleshoot and resolve more difficult service requests pertaining to assigned products by enlisting appropriate resources
- Respond to pages in a timely manner during assigned shift
- Evaluate customer operations and recommend development of new product features, ensuring continuous quality and customer service

Qualifications for services technician

- Knowledge of General office practices and procedures grammar and

- Must have the ability to interact effectively with a variety of health care professionals, including physicians, nurses, pharmacists, and billing staff both internally and externally
- Demonstrate maturity, tact, diplomacy, and persuasiveness
- Perform pharmaceutical pricing calculations
- Must have the ability to type 30 wpm, 60 wpm preferred
- Knowledge of how to operate a variety of standard business machines including calculators, copiers, and faxes