



# Example of Systems Support Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is hiring for a systems support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for systems support

- Troubleshoot errors related to log ingestion and reporting
- Investigate and resolve discrepancies between internal and external databases
- Assist IT and Engineering with central processing system support
- Assist Operations with media upload to external servers
- Daily break/fix items (password resets, display issues, malware troubleshooting)
- IT support for users in Westlake, Westwood, and remote offices
- Manage office from an end user IT standpoint
- Consult and make decisions on best IT practices
- Regular monthly travel to Westwood office via company or personal vehicle
- Work with cross functional teams when requested

## Qualifications for systems support

- A keen interest in computer systems technology generally
- Self-motivated, proactive and able to work with
- Ability to prioritise workload and respond quickly to important issues
- Previous experience within the financial sector, or similar industry
- Basic knowledge of computer hardware/software concepts and a working knowledge of Microsoft products
- Basic Mortgage knowledge preferred but not required