



# Example of Technician Support Job Description

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Our innovative and growing company is looking for a technician 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 technician support

- To receive, store and complete appropriate paperwork for samples submitted to the QC laboratories for testing
- To dispose of samples submitted for product testing as and when required (as stated in procedure)
- To perform routine calibration checks on designated instruments
- To perform daily checks on temperature monitored instruments
- To perform analytical testing of water samples
- Perform routine housekeeping activities
- To maintain an inventory and disposal as required of retention samples
- To assist in the preparation of pipettes for quarterly servicing
- We seek an individual with a high level of technical and professional ability to provide executive-level users with an exceptional level of customer service in supporting hardware and software issues for Corporate equipment on-site and Executive remote locations
- Completes and submits necessary documentation (field service reports, expense reports, quality reports, RMA's ) in a timely fashion in order to generate customer billings

## Qualifications for technician support

- Polycom Video Systems experience
- Proficient in using Excel, Power Point and Visio

- BA/BS in Computer Science or equivalent in experience and evidence of exceptional ability
- Requires minimum 5 years knowledge of Desk Side Support