Example of Technology Associate Job Description

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Our company is growing rapidly and is hiring for a technology associate. 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 technology associate

- Conducting industry and company due diligence
- Creating and reviewing marketing materials
- Creating and reviewing pitch/presentation materials
- Assisting business development efforts
- Interfaces with Sr
- Interacts directly with business clients
- Collect and define business requirements in cooperation and in association with the business area
- Understand the business flows, interview end users and write business requirements documents
- Challenge the requirements where needed, explain these requirements to the functional analysts and quality assurance / development teams
- Run workshops, facilitate stakeholder engagement and build relationships and purposeful networks working collaboratively using a wide range of tools

Qualifications for technology associate

- Ability to troubleshoot printers, copiers, projectors, and general classroom A/V equipment
- BS/BA in either biological or chemical science or engineering or equivalent technical discipline
- Minimum of 2 years of experience in a Help Desk capacity required

- Team player, adaptable, flexible, personable and able to handle multiple simultaneous projects
- Ability to work nights & weekends remotely, as needed and occasionally, required