

IT Support Specialist

Open Date: 10/14/2011

Close Date: Open until filled

Location: Richmond, Virginia

We are currently seeking an enthusiastic and self motivated candidate to join our IT team!

The IT Support Specialist will be responsible for assisting staff with technical support of desktop computers, applications, and related technology. Support includes specification, installation, and testing of computer systems and peripherals within established standards and guidelines. This position also assists in the maintenance and testing of network servers and associated equipment.

Job Tasks:

- Ensure configuration, administration and troubleshooting of personal computers
- Ensure proper installation and testing of computer equipment and software
- Ensure the timely resolution of computer related problems by remote, or through an onsite visits as needed
- Evaluate, test, and deploy all software and hardware upgrades to the server infrastructure
- Interface with vendors for procurement & maintenance of all IT infrastructures
- Train associates in the proper use of computer equipment and software as needed
- Provide early morning, evening and weekend support
- Complete other assigned IT related projects as requested

Tech Skills:

- Proficient with business software applications especially Microsoft Office, Windows XP, Windows &, Server 2008, Linux and Apple OS
- Familiar with variety of remote desktop tools and basic network troubleshooting
- Working knowledge of Cisco switches, routers, access points, and firewalls a plus

Physical Requirements:

Using office equipment, to include computer, telephone and calculator; standing and/or walking for a minimum of four hours, working occasionally in a refrigerated environment; repetitive bending, reaching, stooping, pushing, pulling, and lifting product weighing up to 25 pounds.

Minimum Education Requirements:

- Desired Education – Associate or BS Degree
- Desired Major – Business or Information Technology

Minimum Experience:

- At least 3 years in related field

How to Apply:

Submit your resume and cover letter to careers@ukrops.com