

## **Medivest Job Description IT Technician**

**Job title:** IT Technician

**Job Location:** Oviedo, Florida

**Job Schedule:** Part Time. 10-20 hours per week. Schedule flexible

**Job Description:** The ideal candidate will provide excellent service to about 20 team members by assisting in maintaining computer hardware, software and office equipment in a small office. The equipment includes 5 laptops, 19 workstations, 3 servers, several blackberry phones, fax machines, modems, copiers, scanners, phones, printers, etc. Support and assistance is available from our in-house IT department and our outside IT firm.

**Job Duties include:**

- Install application software
- Set up newly purchased computer workstations
- Work with our other IT professionals to resolve disruptions, improve performance, resolve problems, etc.
- Investigate, diagnose and resolve issues with email, Microsoft Outlook, remote access, etc.
- Research new purchases of equipment including comparing features and prices
- Repair workstation PC's by adding memory, installing new hard drives, etc.

**Preferred Qualifications:**

Ideally we are looking for a college student working towards an IT degree who we can help by giving valuable work experience and an opportunity to earn money towards college. In turn, we will have the additional in-house IT support that we need. Experience and strong interest in PC hardware and software issues in a must.

It is imperative that the candidate fit in to our corporate culture and environment. We are hard working, successful professionals and we also have fun and care about our co-workers and our customers.

Email resume to [DShaw@Medivest.com](mailto:DShaw@Medivest.com)