eBizDocs

https://ebizdocs.com/job/it-specialist/

IT Specialist

Hiring organization
eBizDocs

Employment Type
Full-time, Part-time

Job Location
85 Broadway, 12204, Menands, NY

Date posted
February 9, 2025

Description

As an IT Specialist your responsibilities include Help Desk Support for both customers as well as internal, and basic network management. In this role, you should be highly analytical and able to understand business needs. Excellent communication skills and problem-solving abilities are essential. If you also have hands-on experience with technical projects, we'd like to meet you!

Responsibilities

- **Customer facing Help Desk Support**
- **Internal Support**
- **Network Management**
- **Project Management**
- **Communicate with stakeholders to understand their requirements**
- **Develop and analyze functional specifications**
- **Provide advice and technical training**
- **Keep up to date with technology trends and developments**

Qualifications

Education and Experience

- **Proven experience as an IT Specialist, IT Support or similar role**
- **Knowledge of databases, system security and troubleshooting**
- **Understanding of business practices**
- **Excellent communication skills**
- **Analytical mindset**
- **Problem-solving aptitude**
- **BSc/BA in Computer Science, Engineering or a related field**

Job Benefits

- **Flexible schedules**
- **Medical and Dental Insurance available**
- **401k with a 6% Match (possible)**
- **2 weeks PTO (FT only)**