



Technical Candidate

Dolomite Enterprises is growing its technical team to match customer demand. We are seeking highly motivated technical professionals with a strong work ethic and a desire to excel.

Responsibilities:

- Install and perform minor repairs to hardware, software and peripheral equipment, following design or installation specifications
- Oversee the daily performance of Client computer systems as well as to report on any abnormalities that are found.
- Setup equipment for employee use, performing or ensuring proper installation of cable, operating systems, and appropriate software for the client to perform their day to day functions.
- Maintain record of daily data communication transactions, problems and remedial action taken, and installation activities.
- Read technical manuals, confer with users, and conduct computer diagnostics to investigate and resolve problems and to provide technical assistance and support.
- Confer with staff, users, and management to establish requirements for new systems or modifications. Refer with major hardware or software problems or defective products to vendors or technicians for service.
- Prepare evaluations of software or hardware, and recommend improvements or upgrades.
- Read trade magazines and technical manuals, and attend conferences and seminars to maintain knowledge of hardware and software.
- Supervise and coordinate workers engaged in problem-solving, monitoring, and installing data communication equipment and software.
- Inspect equipment and read order sheets to prepare for delivery to users.
- Modify and customize commercial programs for internal needs.
- Answer users inquiries regarding computer software and hardware operation to resolve problems.
- Enter commands and observe system functioning to verify correct operations and detect errors.
- Conduct office automation feasibility studies, including work-flow analysis, space design, and cost comparison analysis.

Qualifications:

- Minimum four years of technical experience
- Knowledge of network and computer terms and components including common software products
- Knowledge of Microsoft Windows and Macintosh Systems
- Must display self discipline necessary to interface effectively with customers, management, and all levels of employees
- Must possess the ability to prioritize customers' issues while utilizing time management efficiently
- Excellent organizational, presentation and communication skills
- Type 40 WPM