

Burgess Technology Services Job Description

JOB TITLE: IT Support Specialist

JOB DUTIES AND RESPONSIBILITIES:

1. Handle incoming customer support requests and provide quality and efficient customer support via phone or remote management tools. Provide technical support including diagnosing, troubleshooting and resolving computer hardware, software, and network support issues.
2. Make appropriate use of online reference information, diagnostic aids, and ticket history in resolving technical problems. Effectively utilize advanced remote support tools.
3. Review monitoring tickets and take follow up action.
4. Handle monitoring and remote checks of customer equipment as assigned.
5. Perform virus/spyware scans and critical security updates.
6. Manage user accounts, permissions, password resets, email, anti-virus, printing, and security.
7. Undertake routine preventative measures.
8. Provide support as required, including: installing software and operating systems; updating programming and performing computer upgrades; building up servers and setting up computers and configurations to meet customer requirements; performing remote diagnostics and maintenance on desktop and notebook computers.
9. Project a positive company image when dealing with any customer, and Identify sales opportunities.
10. Be proficient with Autotask and utilize its functionality appropriately.
11. Create and maintain appropriate documentation.
12. Communicate clearly and effectively with customers, and project a positive company image.
13. Keep up-to-date with new technologies and solutions.
14. Other duties as assigned.

QUALIFICATIONS/EXPERIENCE:

1. Proficient with Windows Server administration and support, Office 365 administration and support, Antivirus software, Backup software, remote management tools and desktop operating systems.
2. Ability to analyze situations promptly and to determine the proper course of action, including a strong troubleshooting ability.
3. Strong customer service orientation.
4. Ability to manage multiple tasks with frequent interruptions, occasionally in urgent situations.
5. Team player with excellent communication skills.
6. Strong listening and recall skills.
7. Technical certifications are a plus.



6 oak grove avenue
bath, maine 04530
www.btsmaine.com
800.498.8642 or 207.443.9554

OTHER REQUIREMENTS:

1. Must be able to pass a background check required by Burgess Technology Services and any subsequent customer background checks that may be required.
2. Serving on duty rotation, including carrying and responding to off hours Pager on assigned weeks, may be required.
3. Occasional overtime work may be required.

Revised: 8/5/21