



**Position Opening: IT Technician – Starting 20-30 Hours/Week**

Infotech Solutions is South Dakotas leader in managed technology services. With over 12 years of servicing South Dakota businesses from our Madison corporate office. We are the ultimate technology partner for any business whether or not businesses have an in-house staff. Infotech continues to grow and is currently looking for a Part time/ Intern with potential to be full time employee.

Position: IT Technician

Primary Responsibilities:

- Facilitate PC troubleshooting & repair
- Provide technical support for clients over the phone, on-site, or remotely
- Monitoring and maintenance of client networks
- Assist with the setup and configuration of new client technology systems. Computers, Software, Switches, Access Points, Printers, Firewalls.
- Creation of any needed or necessary documentation

Job Description:

Daily tasks include maintenance of Windows updates, anti-virus, and the reporting of any issues. Take care of Infotech and client technical issues. Answer phones & provide exemplary customer support to clientele.

Job Requirements:

- **Must** be personable & professional at all times.
- Actively pursuing a 2/4 year degree in a computer related field
- Basic knowledge of networking concepts and fundamentals
- Desire to learn about new technologies in the world of networking, communications, and security is a must
- Technical writing skills are beneficial
- Hands on experience with common software and hardware
- Good communication
- Valid driver's license
- High school diploma

Job Skills: Applicant must be familiar with all Window Operating Systems as well as Windows Server, be knowledgeable about firewalls and other networking equipment, understand the basics of networking & email communication. Applicant must also have good written and verbal communication skills, the ability to work independently but also in a team environment. Most importantly the applicant must be personal and communicate effectively to our clientele.

Send cover letter & resume to:

Infotech Solutions, LLC, PO Box 452, Madison, SD 57042 or e-mail [online@infotechsd.com](mailto:online@infotechsd.com)