

PC SUPPORT TECHNICIAN – Philadelphia, PA

Looking for an experienced self-starter who is an independent thinker and has the ability to maintain a busy schedule.

Requirements:

Must have a solid understanding of Windows networking and computer operating systems and possess strong customer service and communication skills. Minimum 2 years of experience with PC hardware, Windows 2000/XP, and MS Office in a network environment. Microsoft or CompTia Certification required. Experience with Citrix Metaframe, VPN, Windows server, and Backup Exec is highly desired.

Level II Support:

Desk-side/remote access hardware and software troubleshooting and support.

Hardware Setup:

Installation, relocation, and upgrades of networked workstations and laptops including setup of hard drives, printers, network interface cards, video adapters, scanners, etc.

Software Installation/Support:

Installation and support of operating systems and software programs (Windows 2000/XP, Office 2000/2003, Adobe Pagemaker, Adobe InDesign, Adobe Photoshop, Adobe Acrobat, Visio, etc.).

Help Desk Support:

Answer Help Desk phone and email messages. Respond to user requests placed to the Help Desk.

Videoconferencing:

Setup and operate videoconferencing equipment for sessions between branch offices and clients.

Overtime Available:

Opportunity to work overtime during periods of work surplus.

Terrific Benefits:

Paid Vacation, Paid Holidays, 401k Savings Plan, AFLAC, American Heritage Credit Union.

Additional responsibilities as assigned

Benefits

KlingStubbins offers the following benefits company-wide: Tuition Reimbursement, Toastmasters International, Mentoring Programs, CAD Training and Support, IDP Advisory Groups, Professional Development Seminars, Comprehensive Health Insurance, Short and Long Term Disability, Bonus Programs, 401(k) Savings Plan Contributions, Flexible Hours (at many offices), Leadership Development Seminars, Dependent Day Care and Health Care Spending Accounts, and Pretax Transit and Parking Accounts, among others.

Diversity

KlingStubbins is an Equal Opportunity Employer. Diversity is intrinsic to our work, clients, and staff, and essential to our survival and success. Our work responds to a variety of aspirations and value systems – all of which present challenge, opportunity, and fulfillment. Diversity among our staff is essential in terms of educational background, cultural background, gender, skills, interests, and experience because it provides richness to approach, ideas, and responses. Bring your individual attributes and aspirations to KlingStubbins – along with your spirit of teamwork, high quality standards, and your eagerness to learn and contribute. Our Diversity Initiatives include participating in Job Shadowing Day, Take Our Children to Work Day, mentoring high school students, sponsoring an Architecture Explorer's Post, and promoting memberships in minority professional organizations.

ARCHITECTURE
ENGINEERING
INTERIORS
PLANNING