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Long Wave Inc. Job Posting

Date:	January 18, 2012
Position Title:	IT Support Technician
Department:	Oklahoma City, OK
Salary:	D.O.E.
Work Hours:	8:00 a.m.- 5:00 p.m.
Position Closes:	February 1, 2012

Positions Primary Function:

This position is responsible for ensuring continuity of computer system services for computer users by providing the technical expertise, assistance, and project coordination necessary to install computer software products, modify/repair hardware and resolve technical problems.

Job Description:

1. Provide technician assistant and advice to users as needed.
2. Recommend changes in software and hardware to improve computer capabilities.
3. Assist in the implementing practices that will move effectively utility MIS resources.
4. Assure continuity of the computer system for all system users.
5. Set up new users in the computer networking system.
6. Research software products and applicability to organization environment and order as required.
7. Install and update selected software and hardware products.
8. Assist with back-ups to network system.
9. Perform telephone and security camera system maintenance as necessary.
10. Repair hardware as necessary and work closely with service vendors to ensure continuity of service.
11. Stay educated on the latest developments in MIS technology and potential uses for Long Wave employees.
12. Must be available to a rotational "on-call" as necessary and defined by management.
13. Responsible for assistance in the maintenance of the office location to include changing light bulbs, building and installing furniture and other maintenance as necessary.
14. Ability to work with little or no supervision.
15. Perform other duties as assigned.

Work Conditions:

Employee must have the ability to lift up to 50 pounds to include bending, stooping, crawling, and stretching as required for placement and retrieval of materials or equipment and shelving. Employee will be working mostly within an office environment. Employee may travel to work site locations where employee will be expected to dress in appropriate manner to deal with clients and customers. Some travel will be necessary to meet the requirements for the positions.

Job Requirements:

Minimum Requirements:

- Associates degree in computer science or electrical engineering or equivalent experience.
- Two or more years' experience working as a IT Technician/Specialist.
- Ability to shift priorities and demands and timelines while still meeting all expectations and deadlines.
- Ability to qualify for a Secret Clearance as necessary.

To Apply:

Submit completed resume/application form to: Long Wave Inc. 115 E California Ave, Suite 400, Oklahoma City, OK 73104

Equal Employment Opportunity – Long Wave Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, political affiliation, religion, sex, marital status, national origin, age, or the presence of any sensory, mental or physical disability.

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- SOFTWARE
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