



Gaffaney's Total Office Source, Inc a Faison Office Product company is Located in Williston ND and is looking for people to help with the Design, Installation, Maintenance of Computer networks for our customers located in Northwestern North Dakota and Northeastern Montana.

Requirements:

- Possession of a high school diploma or equivalent to a (GED)
- 1 to 2 years experience.
- Computer literate and knowledge of networking.
- Knowledge of handling tools and test instruments.
- Able to work hard, willingness to learn, multi-task, demonstrate initiative, handle and solve new challenges.
- Ability to work independently on assigned tasks and accept direction on given assignments.
- Customer service oriented, punctual, reliable and a good positive attitude.
- Valid drivers license with an excellent driving record
- PREFER: Certification in MCP,MCSE, CCNA, CCNE,A+,Network+, etc.
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Essential Duties and Responsibilities:

- Accurately diagnose, repair, and maintain equipment as well as accessories in optimum operating condition.
- Record completed work and parts used on the work order as well as the machine's work order.
- Explain repairs completed to the customers and how the customer can prevent it from occurring.
- Maintain cleaning maintenance and responsibility of tools and supplies.
- Promptly call dispatch when finished for next assignment or when alerted.
- Keep current with new technology through manufacturers classes, computer based training, and etc.
- Participate in monthly meetings, communicate equipment problems and solutions with fellow technicians
- Project a positive image through proper attire, communication skills, and personal grooming.

Benefits:

This is a full time job. Excellent benefits package to include paid vacation, holidays, paid sick leave, and 401K.