



Computer Support Technician

RESPONSIBILITIES:

Kaufman & Canoles is seeking a qualified Computer Support Technician for our Norfolk office. The Computer Support Technician assists staff and attorneys with the tools needed to maximize productivity when working with firm technology. He or she is responsible for providing users with technical support, moving and repairing equipment in all office locations, and assisting with the routine maintenance of the Network.

QUALIFICATIONS:

Ideal candidate will be experienced with support desk operations including opening, resolving, and follow-up of support calls. Excellent written and oral communication skills, outstanding client service attitude, proficiency with MS Office 2016, Windows 7/8/10 and basic network concepts a must. High school diploma or equivalent required. College degree with coursework in information systems or equivalent with Microsoft Office Specialist certifications in Word and Excel preferred. Law Firm experience preferred. Minimum two years of hands-on experience with hands on PC hardware, Windows 10, enterprise operating system, and software support in a structured employee service technology position.

BENEFITS:

We offer competitive salary and a comprehensive benefit package. Benefits include: medical, dental, life insurance, 401(k)/profit sharing, paid time off, long term and short term disability.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.