

Rejuvenation

3/27/2018



Job Description: Systems Technician
Department: Information Technology
Reports to: Information Technology Department Manager

MAJOR FOCUS

Supporting the technology needs of Eden Foods

DUTIES AND RESPONSIBILITIES

1. Technical support for computers, software, printers, and mobile devices
2. Installation and maintenance of computers and related hardware
3. Installation of software, including updates and patches
4. Learning the systems and how to manage them

JOB REQUIREMENTS

A) Working knowledge of:

- Apple computers
- iPhones and iPads
- Mac OS X operating systems

B) Excellent verbal and written communication skills, team oriented

C) Willingness to learn all aspects of our IT environment, including networking, database management, and more

C) Must be able to safely lift 50 pounds

This job description is not intended to be all-inclusive or be a complete representation of tasks required. Employees will also perform other duties as assigned by immediate supervisor and management.

Eden Foods reserves the right to modify job duties and responsibilities.

This job description does not constitute a written or implied contract of employment.