



Job Opportunity at Biotix – 10/2018
IT – Support Specialist - FLSA: Hourly – Non-Exempt.
San Diego, California

No relocation available for this job/Preference to local candidates will be granted.

Purpose of role:

To assist in network administration and provide hardware, software and telecommunications support for local and remote users.

Core Values required for this role: Teamwork, Integrity, and Customer Orientation.

ESSENTIAL JOB FUNCTIONS:

NOTE: Job functions may vary depending on area of assignment.

1. Strong customer service orientation.
2. Diagnose, repair or replace company-owned IT and telecommunications equipment
3. Understanding of Active Directory (Creating Users, granting permissions, etc.)
4. Understanding of Networking Concepts VPN, DNS, DHCP
5. Familiar with the MS Exchange Module to troubleshoot distribution lists, shared calendars, etc.
6. Monitor, manage and respond to virus alerts, infections and outbreaks
7. Manage server backups
8. Familiar with creating and updating Computer images
9. Provide support for local and remote users.
10. Set-up new equipment, install, upgrade software and familiar with relocating users to different sites
11. Hands-on experience with Windows/Mac OS environments and office 2016
12. Assist in management of equipment inventory
13. Incumbent will be required to travel between the company facilities in San Diego, and Tijuana, Baja California - Mexico.

JOB SPECIFICATIONS:

NOTE: Job specifications may vary depending on area of assignment.

1. High School Diploma and a minimum of 3 years progressively responsible technical experience in user support and training activities. Related college courses, technical school or military experience preferred.
2. Minimum of three years' experience with Windows/Mac PC compatible hardware and software installation and support.
3. Demonstrated proficiency with Microsoft Office family products.
4. Demonstrated related technical and conceptual skills.
5. Demonstrated good written communication skills.
6. Demonstrated excellent verbal communication and interpersonal skills.
7. Bi-Lingual English & Spanish required.

PHYSICAL REQUIREMENTS:

1. Ability to view video display terminal images for extended periods of time (up to 4 hours/day).
2. Ability to sit for extended periods of time, up to four (4) hours/time.
3. Ability to lift, tug, pull up to twenty-five (25) pounds.
4. Ability to travel between 2 locations within San Diego, CA (60% of time) and Tijuana, B.C. Mexico (40%).

Come and be part of a growing and innovative organization!
Interested parties please send Cover Letter and Resume: careers@biotix.com

Subject Line: IT Support Specialist

Biotix offers a competitive salary, benefits and more!
We are an equal opportunity employer, encourage diversity and innovation!
Relocation assistance not available.
No Calls – No Recruiters/Agencies please.