

MYTECHGUY ADMIN JOB LISTING

PROFILE

Mytechguy is a small In-Home Computer Care business. We have just moved into a new office space and our growth is leaving gaps in our staffing. While we have a few different needs, it is tuff right now to tell if it will take 2 different people or one very perfectly matched person to fill the roles. If you have experience as an office manager or an administrative assistant in a technical field you'll likely be a good match for job #1. Job #2 is for an entry level PC/Mac technician. Maybe you're a fit for doing 50/50, maybe you're not - thats ok.

Interested parties for either opportunity can email a cover letter and resume to jobs@mytechguynj.com. Our office is in Warren, NJ - Hours might be flexible but close to 9-5 is preferred. We're still in much of a start-up phase so it will be exciting but you might be asked to change hats once in a while. Creativity and personality are very important to this role.

This community (Reddit) gives a lot to me in many ways and I am posting this listing here first in an effort to give back.

JOB TASKS

(Admin)

- Answer phone and email requests from clients to discuss our services and book appointments
- Receive (in person and sometimes pickup) machines for repair
- Delivery of finished work to clients (flexible detail of job) - Installation would not be part of delivery, just presenting an invoice and equipment to a client
- Procurement/Quoting of client purchases

(Tech)

- This position would not include on-site work directly with clients but at-the-office repairs
- Mac & PC Basic Troubleshooting (Diagnose Software/Hardware Computer Issues)

JOB REQUIREMENTS

- An interest or passion for one or more of the described roles in this posting
- Capable of presenting a friendly and professional experience to clients on the phone and in person

BONUS QUALIFICATIONS

- An interest in pursuing a career in IT/Computer Support industry
- Studies or Certifications in related fields
- Passion for technology, science and learning new skills