

# PC TECHNICIAN

**Company:** Litens Automotive Partnership

**Location:** Woodbridge, ON

**Status:** Full Time, Employee

**Job Category:** Information Systems

## QUALIFICATIONS

- Excellent technical knowledge of network and PC hardware.
- Hands-on hardware troubleshooting experience.
- Extensive equipment support experience.
- Working technical knowledge of current network protocols, operating systems, and standards.
- Ability to operate tools, components, and peripheral accessories.
- Able to read and understand technical manuals, procedural documentation, and OEM guides.

## DUTIES AND RESPONSIBILITIES

- Assist in preparing, maintaining, and upholding procedures for logging, reporting, and statistically monitoring PC performance.
- Accurately document instances of hardware failure, repair, installation, and removal.
- Assist in developing long-term strategies and capacity planning for meeting future computer hardware needs.
- Support development and implementation of new computer projects and new hardware installations.
- Maintain up-to-date knowledge of hardware and equipment contracts and supervise contract-based installations.
- Aid in development of business continuity and disaster recovery plans, maintain current knowledge of plan executables, and respond to crises in accordance with business continuity and disaster recovery plans.
- Conduct research on computer products in support of PC procurement and development efforts. Evaluate and recommend hardware products for purchase.
- Write technical specifications for purchase of PCs, networking hardware and related products.
- Recommend, schedule, and perform PC, hardware and peripheral equipment improvements, upgrades, and repairs.
- Work with end users to identify and deliver required PC service levels.
- Liaise with, and provide training and support to, end users and staff on computer operation and other issues.
- Install, configure, test, maintain, monitor, and troubleshoot end user workstation hardware, networked peripheral devices, and networking hardware products.
- Where required, install, configure, test, maintain, monitor, and troubleshoot associated end user workstation software and networking software products.
- Perform on-site analysis, diagnosis, and resolution of complex PC problems for a variety of end users, and recommend and implement corrective hardware solutions, including off-site repair as needed.
- Receive and respond to incoming calls, pages, and/or e-mails regarding PC and/or hardware problems.
- Develop and maintain an inventory of all monitors, keyboards, hard drives, modems, printers, scanners, and other peripheral equipment.
- Monitor and test PC performance and provide PC performance statistics and reports.
- Construct, install, and test customized configurations based on various platforms and operating systems.

## **About the Company**

Litens Automotive Partnership is a dynamic world class manufacturer of engineered power transmission systems and components. An ISO/TS-16949 registered Tier I supplier in the automotive industry. Litens Automotive is committed to attaining excellence in every aspect of its operations.

To apply, please send your resume to: [employment.info@litens.com](mailto:employment.info@litens.com)

We thank everyone for their applications; however, only qualified applicants meeting all of the above stated application criteria will be contacted.

**No phone calls please.**