**Entry Level IT Technician – COROVAN CORPORATION- San Leandro, CA**

**Company:**

**At Corovan, we continue to grow on the momentum of a great reputation. As the largest commercial moving company on the West Coast, we have a proven track record for excellence and continually exceeding industry standards.**  
  
**We believe that by taking care of our employees, we take care of our clients. This is why we offer opportunities for advancement to supervisory and project management positions. Our values include growth, continual improvement, and learning by offering employee training in a variety of fields, including IT tech service, furniture installation, and driver training.**  
  
**As a company that’s in the business of managing workplace changes, we’re able to continually master our own. This results in varied and interesting work environments and enabling our employees to provide the best services possible to our clients.**

**Job Summary:**The IT Tech will be responsible for assisting in the PC disconnect and reconnect process by physically and professionally disconnecting and reconnecting desktop computer systems and peripherals in support of customer office moves. There may be additional duties assigned based on business needs.

**Duties and Responsibilities:**

* Disconnects / Reconnects PCs and other peripheral electronic desktop components per supervisor’s direction and the specific job requirements.
* Focuses on attention to detail to ensure every aspect of the basic tech services are done correctly.
* Records basic system information on PC Disconnect/Reconnect Checklist such as serial numbers, manufacturer, model numbers and placement.
* Provide post move technical support to users as needed.
* Ability to work a varying schedule, days, nights, weekends and holidays, overtime may be required.
* Ability to be punctual and dependable is required.
* Ability to travel to multiple job locations in the Bay Area on different days and times.
* All other duties as assigned.

**Skills and Qualifications:**

Ability to do electronics troubleshooting, analyzing information , good judgment in making decisions, Exceptional client/customer service skills, equipment maintenance, ability to report work related issues to management, must maintain confidentiality, quality focus, results driven, supply management, ability to multitask, attention to detail and good oral and written communication skills.

**Education:** HS or equivalent combination of education and training.

**Experience:** 0 – 1 years related hardware IT experience.

**All new hires must be able to pass a background check, physical and drug screen.**

**Please apply at the link listed below or stop by our office to fill out an applications at 10901 Bigge St San Leandro, CA 94577 from 8am to 5pm M-F**

**Any questions? Please contact Lupe Escareno at 408-678-3200 x1624**

[**https://secure.entertimeonline.com/ta/6052317.jobs?ApplyToJob=84016329**](https://secure.entertimeonline.com/ta/6052317.jobs?ApplyToJob=84016329)