

## Help Desk Support/IT Technician – (India)

**REF#:- CTXIND002**

Our company aims to be an effective and efficient source of components for electronic applications used across several industries - automotive, health, telecommunication, security, home entertainment and other industrial areas. We are committed to leveraging our worldwide operations and alliances to provide our clients with a full range of solutions in the manufacturing and design of electronic parts and products. We provide support to our customers from product concept to commercialization.

We are looking to fill our **Help Desk Support** position for India operations with a knowledgeable individual with excellent client services skills and great attitude.

### **Qualifications:**

Proficient in Windows XP and VISTA Premium.

Good understanding of networking technologies TCP/IP, DNS, Firewalls.

Knowledge and experience with Exchange Server 2003 & 2007.

Excellent Server trouble-shooting experience.

Proficient with Office 2007, especially Excel, Access, and Outlook.

Ability to learn quickly and adapt to new technologies.

Detail oriented, organized and multitasking skills.

Ability to work independently, take ownership and responsibility of projects.

A keen interest in learning all aspects of IT within a corporate setting.

Demonstrate a very strong work ethic.

Professional attitude.

Degree in related field preferred.

### **Responsibilities include:**

Provide day-to-day desktop/Laptop support duties to insure a smooth computing environment for Circuitronix India operations.

Install, configure and troubleshoot windows operating system (XP,Vista)

MS office application troubleshooting and configuration.

Internet connectivity using cable, DSL, Air cards, dial-up.

Set up and move workstations.

Install hardware, software, updates and related equipment.

Troubleshoot business peripherals – printers, copiers, scanners, fax, digital cameras, cell phones, PDAs and VoIP telephones.

Help outside staff (5+) remotely and over the phone with e-mail, internet, printing, office applications, and day to day computer issues

Understanding of LAN, WAN ports and different protocol

Troubleshooting and configuration of desktop, network connectivity in active directory domain environment

Document IT setup procedures, provide feedback and ideas.

Understanding and troubleshooting of Active directory domain based network, domain controller, Business Enterprise Server 2003.

User creation/deletion, group creation and configuration

**Other desirable skills include:**

Database knowledge desirable.  
NetSuite knowledge a plus.

*Potential candidate should have the ability to demonstrate a flexible work schedule.*

*This is a great opportunity to put your knowledge of computers to use and expand your experience in a corporate environment. Great casual, yet professional, friendly and positive working environment where your competence and dedication will be valued.*

*We are looking to hire the right candidate immediately; therefore you should be able to start immediately.*

*Please submit your resume to [indiarecruiting@circuitronix.com](mailto:indiarecruiting@circuitronix.com) with salary requirements.*