



### **HELP DESK SPECIALIST**

Seeking a full-time Help Desk Specialist to support end users in our Boise office and remote locations. This may include assisting end users with solving technical and hardware problems using a ticketing system, software and hardware training, and working with vendors. The qualified candidate must have a minimum of 3 years of IT help desk experience, exceptional interpersonal and communication skills, as well as the ability to multitask, prioritize, and organize a busy workload. Must possess a strong knowledge of Windows Operating System, Microsoft Office, basic hardware knowledge and experience troubleshooting software incompatibilities, and have experience connecting peripheral components, with PC hardware issues and upgrades. Must maintain excellent attendance and punctuality.

Qualified candidates must complete an application and submit a cover letter and resume through our website: <http://www.hawleytroxell.com/careers/application-form/>. EOE.