

IT Summer Student

Collicutt Energy Services Corp is seeking a Summer Student to provide IT support. The ideal candidate will have strong attention to detail, display initiative and can-do attitude, clear communication skills and willingness to work as part of a multi-tasking team.

Responsibilities:

- Respond to Tier 1 support tickets submitted by end users. Performing detailed documentation of resolutions and procedures.
- Addressing and resolving general hardware and software malfunctions including printers, desktop PCs, laptops, mobile devices and other office equipment
- Setup and testing office workstations, ensuring equipment is in good working order and ready for a production environment.
- Installing and configuring software and applications as required by end users.
- Account setups and documentation adhering to corporate procedures and security protocols.
- Provide general account support for end users including password resets, credential retrieval and account unlocks.

Qualifications:

- Experience and interest in computers and information systems
- High school diploma or general education degree (GED)
- Enrolled in a relevant post secondary education program - computer science or business information systems
- Proven trustworthiness and the ability to keep all information related to the roll private and confidential is critical
- Strong organizational and follow up skills
- Ability to prioritize tasks in order of urgency
- Eye for detail
- Professional presentation and attitude
- Exceptional teamwork skills and ability to maintain focus while working individually
- Strong time management skills
- Excellent troubleshooting and decision-making skills
- Safety and quality minded attitude
- Ability to communicate effectively, both verbal and written
- Valid driver's license and clean drivers abstract
- Ability to travel to Grande Prairie Branch location for weekday business support trips (if required)
- Clean criminal record check

The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals and consider mutual RESPECT to be the key to building a cohesive, productive Team.

Please submit your resume in confidence, along with your salary expectation, and availability date to hr@collicutt.com.

*No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~
~ It's Fun to Win ~ Finding a Better Way*

