



## **IT Technician Berkley, MI**

As an IT Technician with Energy Sciences, you will join our team of degreed and licensed engineers, scientists, and efficiency professionals to meet the energy use challenges of commercial buildings and industrial processes. We're looking for experienced and talented team members to assist our clients, from small businesses to Fortune 500 companies, identify energy-savings opportunities, reduce waste, and save money. You will play a key role on our operations team in an exciting environment that is dedicated to driving our vision of a sustainable and socially responsible energy future.

### **About you**

- Collaborative, enterprising individual who likes to work in an open team environment
- Excited about challenging the status quo and offering creative ideas for growth
- Self-motivated and able to work with autonomy and independence
- Able to make quick and sound decisions
- Comfortable wearing multiple hats
- Willing to take initiative
- Excellent verbal and written communication skills
- Believe in making a positive environmental impact

### **Your background**

- Proven working experience in the IT field with 3+ years of experience managing computers and networks
- High school diploma or equivalent with additional relevant training and certifications
- Strong interpersonal and customer service skills
- Excellent written and oral communication skills
- Impeccable analytical and organizational skills
- Self-motivated and self-directed, with a strong sense of urgency
- Experience working with cloud-based servers
- Advanced MS Excel capabilities
- Experience with Sequel and Power BI
- Strong analytical and problem-solving skills
- Demonstrated ability to manage multiple tasks and to prioritize in a fast-paced environment

## **Day to day**

- Completes set up of new laptops, smartphones, tablets and other equipment.
- Conducts new employee IT onboarding.
- Troubleshoots and support end user devices.
- Assists staff with general computer usage such as logging into systems, using printers/, scanners, smart TV's, projectors, locating information and data, and using various software.
- Responds and completes IT support requests tracks and maintains IT support requests in the ticketing system.
- Performs routine updates, maintenance, and proactive monitoring on IT infrastructure.
- Reviews diagnostics and assesses the functionality and efficiency of systems.
- Monitors security certificates and company compliance of requirements.
- Implements security measures.
- Anticipates and reports the cost of replacing or updating computer items.
- Manages user accounts and permissions on various systems including Office 365 and SharePoint.
- Assists with development of training materials related to IT functions.
- Helps educate staff on best practices around data security and privacy.
- Works with operations and sales team to support data projects.
- Works with IT firm to support data security systems.

## **Benefits**

We offer a full benefits package, including a health plan, dental and vision, life, a retirement plan with match, 13 paid holidays and 120 days of paid time off in year 1, and a competitive salary.

## **More about Energy Sciences**

Energy Sciences is on a mission to create a more sustainable and socially responsible energy future. We value working as a team, questioning the status quo to find new and better ways, doing our work with integrity, as well as taking responsibility and initiative to get things done. We provide professional consulting, training, and energy management services to commercial, industrial, and municipal sectors, delivering customized solutions and sustainable strategies.

## **Additional information**

Energy Sciences is an equal opportunity employer and all qualified applicants will receive employment consideration without regard to race, color, religion, national origin, sex, disability status, protected veteran status or other characteristics protected by law.

To apply, please submit your resume to [info@esciences.us](mailto:info@esciences.us).