

**Job Title:** Computer Support Specialist

**Location:** Rupert, Idaho

**Job Type:** Full-time

**Overview:** We are seeking a dedicated and knowledgeable Computer Support Specialist to join our team. In this role, you will be responsible for providing technical assistance and support to end-users, ensuring efficient and effective use of computer systems, hardware, and software. You will also troubleshoot and resolve technical issues, install software, and maintain network security.

**Key Responsibilities:**

- Provide technical support and assistance to end-users via phone, email, and in-person.
- Troubleshoot and resolve hardware, software, and network issues.
- Install, configure, and maintain computer hardware and software.
- Perform regular maintenance and updates on computer systems.
- Maintain documentation of support requests, resolutions, and procedures.
- Assist with the setup and deployment of new computer systems and equipment.
- Monitor and ensure the security of computer systems and networks.
- Conduct training sessions and workshops for end-users on software and hardware usage.

**Qualifications:**

- Associate's degree in Information Technology, Computer Science, or a related field; or equivalent work experience.
- Proven experience in a technical support role.
- Strong knowledge of computer hardware, software, and networking.
- Excellent problem-solving and troubleshooting skills.
- Ability to communicate technical information effectively to non-technical users.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Professional certifications (e.g., CompTIA A+, Network+) are a plus.

**Benefits:**

- Competitive salary and benefits package.
- Opportunities for professional development and growth.
- Friendly and supportive work environment.