



Junior Computer Support Specialist

HMA Land Services Ltd. is a trusted, professional Land Management and Consulting company with a solid reputation for routinely surpassing client expectations. Our attention to detail and leadership is evident by our record management process, commitment to safety and by the positive industry association recognition we have gained. Due to the expanding nature of business, we are seeking a Junior Computer Support Specialist to provide technical assistance and resolve computer problems for internal employees. The position will be based in the Calgary head office providing services to both the Calgary office and the Fort Saskatchewan office.

Duties and Responsibilities

Initially, some of the specific duties will involve the following:

- Installing, servicing and configuring computer systems, Internet connections, Outlook and networks including desktop computers, servers and peripherals
- Installing and performing minor repairs to hardware, software, and peripheral equipment
- Overseeing the daily performance of computer systems
- Updating systems and applications software
- Responding to computer issues and providing technical advice to users
- Diagnosing and troubleshooting hardware and related software problems
- Referring major hardware or software problems or defective products to vendors or technicians for service
- Providing administrative access responsibilities with the ShoreTel communications system; including installation, set up, and troubleshooting functions
- The position may require the person to lift and carry computer components weighing up to 40 kilograms.

Requirements

The ideal candidate will have the following:

- Related post-secondary education and certification
- Excellent communication and interpersonal skills for dealing with customers in problem situations
- Proven mechanical aptitude and the ability to think logically
- Excellent problem solving and troubleshooting skills
- Works well independently with minimal supervision
- Excellent interpersonal and relationship building skills.

**To be considered for this position, email your resume and cover letter to
Kelly Fraser, Human Resources Advisor, at:
hr@hmaland.com**