



ELECTRICAL CONSULTANTS, INC.

BILLINGS OFFICE: 3521 GABEL ROAD, BILLINGS, MONTANA 59102 • PHONE: 406-259-9933 • FAX: 406-259-3441

Computer Technician/IT Help Desk

Location: Billings, MT

Description: Electrical Consultants, Inc., a leading power engineering consultant firm, has an immediate opening for a computer technician/IT help desk.

The computer technician/IT help desk is responsible for providing installation, maintenance and support for our client facing hardware and software. This includes PC hardware, mobile devices, VOIP phone support, printing, local and wireless networking troubleshooting as well as the support of OS and user applications across all of these platforms. Daily tasks include analyzing requirements, resolving problems, installing hardware and software solutions, and supporting the internal IT help desk. This position is also responsible for some administration of Active Directory. Additional tasks also include answering end users' PC and software support questions, performing PC maintenance, training users, and assisting with PC setups and software upgrades. This position could include on-call rotation that requires after-hours support and may also adjust work hours to perform maintenance tasks at times that are the least impactful to customers. Occasional travel is required.

Minimum Requirements: Bachelor's degree in Information Systems or related field or a high school diploma and 3 years of relevant technical experience in an enterprise environment required; technical training in an Information Technology related field; broad knowledge of workstation hardware and operating systems; knowledge of Microsoft server products, Active Directory, VMware and Citrix Xen App; Active Directory administration experience; knowledge of and experience troubleshooting MS Office products and PDF editing tools; ability to research solutions or information regarding technical issues; ability to support the following operating systems: Windows 7 and 10, Windows server 2012 R2 and 2016 iOS; Linux experience a plus. The successful applicant must also have exceptional customer service skills; excellent interpersonal skills with the ability to gauge the customer's technical ability and be able to communicate with them in an appropriate technical or non-technical language; the ability to work in and contribute to a collaborative team environment; attention to detail; the ability to handle confidential information. Successful applicant must be able to frequently sit, stand or bend for long periods of time and must also be able to lift 40 pounds and push/pull cards when necessary. Successful applicant must meet ECI's auto insurance carrier requirements. **Successful applicant must not require immigration sponsorship now or in the future.**

Salary commensurate with experience and education. Benefits include:

- Medical, dental and vision insurance
- Flexible spending account
- Health savings account
- Life insurance
- Disability insurance
- 401(k), profit sharing and employee stock ownership plan
- Paid vacation, personal days and holidays
- Continued professional education reimbursement

Electrical Consultants, Inc. (ECI) employs over 450 engineers, designers, project managers, surveyors, ROW agents, environmental planners, construction professionals and support staff in 15 offices across the U.S. The firm has 30 years of experience in the planning, engineering and construction of a wide range of power delivery projects including substations, transmission lines, distribution systems, communication systems and industrial facilities. Visit our website at www.electricalconsultantsinc.com.

Submit letter of application, resume and list of three professional references to: hrdirector@ecibllgs.com

An Equal Opportunity Employer

OFFICE LOCATIONS NATIONWIDE

• BILLINGS, MONTANA – (406) 259-9933

• SALT LAKE CITY, UTAH – (801) 292-9954

• MADISON, WISCONSIN – (608) 240-9933

• PHOENIX, ARIZONA – (602) 997-9933

• PORTLAND, OREGON – (503) 747-2235

• SAN DIEGO, CALIFORNIA – (619) 398-9370

• MANKATO, MINNESOTA – (507) 388-9933

• TUCSON, ARIZONA – (520) 219-9933

• DENVER, COLORADO – (720) 536-8261

• TULSA, OKLAHOMA – (918) 296-7911

• CRANFORD, NEW JERSEY – (908) 967-6363

• ORLANDO, FLORIDA – (407) 960-1796