



Loreto College

Coorparoo

Technical Support Officer

Full-time, Contract Position

Loreto College Coorparoo is seeking to employ a suitably qualified and experienced Technical Support Officer—Level 2.

The successful applicant will be required to provide onsite technical support for all hardware devices and software requirements for staff and students, manage Help Desk tickets, maintain asset inventory database and participate in annual and strategic team planning and budget development.

Experience/Qualifications:

- At least three years working in a similar role
- Experience working in a Help Desk role and managing tickets
- Experience with a range of hardware items including desktop computers, laptops, Tablet PC's, data projectors and audio visual equipment
- Experience with software packaging and deployment (OS and Applications)
- Experience with Microsoft Office 365
- Experience in a school based setting is desirable but not essential
- Experience in BAU or Managed service is highly regarded
- A tertiary degree in a related field or relevant years of experience is preferred

Applications close Thursday 15 February 2018

Commencement date to be negotiated

Please forward your application including resume and the names and contact details of three referees to:
The Principal, Mrs. Kim Wickham, Loreto College Coorparoo
PO Box 1726, COORPAROO DC 4151
email@loreto.qld.edu.au

A role description and further information about Loreto College Coorparoo are available at www.loreto.qld.edu.au