

IT Support Intern

Job Overview: This is an entry level role at IT Enabled. As an intern, you are responsible for supporting IT Enabled team members with various technical tasks. You will work closely with our team to monitor and maintain technology for organizations we support.

Intern Responsibilities

- Providing technical assistance for both hardware and software.
- Resolving client issues through phone/in person interaction or electronically
- Research and recommend technology solutions for clients
- Tracking client issues/resolutions, provide updates on progress.
- Working with a team to find cost effective solutions for Clients and ensure their technology is reliable and fully supports their business operations.
- Setting up new computers, networks, and software for businesses.
- Providing support for IT staff by answering phones, processing paperwork, and responding to user requests.
- Installing operating systems and other computer software applications on new computers.
- Coordinating with technical leads to ensure all technology is working properly for each organization.
- Other duties as needed.

Intern Requirements:

- Understanding of computers and networks
- Excellent verbal and written communication skills
- An eagerness to learn technology and solve problems quickly.
- Ability to research topics related to the job and solve associated problems.
- Exceptional time management skills
- Highly organized and detail oriented.
- Proficiency in business applications such as Microsoft office, Google Suite, etc.
- Awareness of PC hardware components