



PC Technician Job Description Burlingame (temporary to immediate Full-time)

GreenCitizen is offering an excellent temp to immediate full-time computer technician position to an experienced PC technician in a fast-paced, growing, and socially responsible green business. This is a tremendous opportunity for an experienced professional technician who is a motivated and a self-starter that helps extend the useful life of recycled computers, TVs, and electronics and its parts at GreenCitizen and its customers. It is a unique job at the intersection of information technology, social entrepreneurship, retail, and operations... all while saving the environment.

GreenCitizen provides recycle, reuse, and repair computer and electronic services to businesses and consumers. It is revolutionizing the global recovery, de-manufacturing, recycling, reusing, repairing, and accountability of end-of-life electronics for consumers and organizations, saving the earth from harmful electronic waste. For more info, please go to <http://www.greencitizen.com>.

Job Responsibilities

The PC Technician will provide computer repair and upgrade services to GreenCitizen business and consumer customers near and around San Francisco peninsula and Silicon Valley. The PC Technician will also help determine if a recycled computer or its parts has any reuse value in the U.S. and prepare to extend the useful life of this equipment for responsible reuse in the U.S. Responsibilities include:

- Maintaining and setting up all computers, networking, and the phone system in the GreenCitizen Centers in Los Altos, San Francisco and Peninsula, and future expansion centers.
- Tracking recycled items in GreenCitizen's Global Total Accountability Management System.
- Developing testing and refurbishing electronics or computers or computer parts to be extended for re-use on the GreenCitizen Re-Use e-commerce store
- Providing GreenCitizen repair and upgrade services for drop-off customers and also go on-site to our corporate customers
- Erasing hard disks of recycled computers conforming to Department of Department standard.

Required Skills and Qualities

Successful candidates will all of the following skills and qualities:



- Must have very strong work ethics and a good team player
- Strong Inter-personal skills and time management in working with customers and colleagues in the company.
- 3-5 years proven successful PC repairs or IT PC technician jobs for an IT repair shops
- Strong PC and/or Mac hardware debugging and repair skills
- Experience in data center or server class, or telecommunication equipments a plus
- Experience in repairing large LCD, DLP TVs a plus
- Working knowledge of Mac operating system environment
- Working knowledge of the TCP/IP networking and VOIP phone system
- Strong passion for the environment and social responsibility.
- Thriving in an unstructured and dynamically growing entrepreneurial environment
- Strong PC hardware construction testing, and operation. Preferred A+ or equivalent certification
- Demonstrated ability to take initiative.
- Problem-solving skills, people skills, and team skills.
- Detailed-oriented and reliable.
- A self-starter that can set his or her own goals and getting things done without micro-management from the supervisor
- Strong work ethic, good team work, and can-do attitude.
- Have a car, bike, or can take Caltrain or BART to reach our center in Burlingame

Hours and compensation

Temp to 40 hours a week. The compensation is dependent on qualification. The job is available immediately. Once we feel comfortable about your work ethics and performance it can become full-time immediately.

Locations

This job is based in our Burlingame Center near Millbrae BART and Caltrain Station and requires travel to our other center locations in Los Altos and San Francisco when needed.

How to Apply

We offer competitive compensation include a base salary and performance base bonus and a high growth socially responsible work environment! Interested candidates should email their resumes AND compensation requirements to chiman.lee@greencitizen.com with the subject “**experienced PC Technician Burlingame**” Resumes without compensation requirements will not be reviewed. Must be able to provide strong past supervisor references. We are an equal opportunity employer.