

Technical Installation Assistant - Job Description

We're looking to add a position to our team to provide an entry into the tech world. Depending on project schedule and your demonstrated performance, this position will work between 24 and 40 hours per week.

Candidates must be able to work shifts that involve weekdays - Monday -Friday 9am – 5:30pm and some weekend days (on-call).

This position is based in Cleveland, TN. Local travel to customers in surrounding markets (i.e., Chattanooga, Athens, Knoxville, etc.) will be required.

This is an entry-level position.

Essential Duties and Responsibilities:

As a **Technical Installation Assistant**, you are responsible for supporting the installation jobs and customer support of CORPTEK.

Data Cabling and Network Equipment Installation:

- **Gather equipment for onsite installations.**
- **Load and unload equipment in vehicles.**
- **Pull data cable for installations.**
- **Use a drill, impact driver, vibrating cutting tool, and hand tools.**
- **Install mounting hardware.**
- **Mount devices.**
- **Be able to find a stud in the wall order to hang a device.**
- **Be knowledgeable of building infrastructure concepts.**
- **Be able to work in small spaces – crawl spaces and attics. Tolerate hot and cold environments for installation work.**
- **Install surveillance camera and access points.**

Customer Support:

- **Deliver and setup workstations to customers.**
- **Perform service calls with limited or no supervision after training.**
- **Greet customers and answer phones, as needed.**
- **Ability and desire to learn and grow into Technician Level II role.**

Other Tasks, as assigned.

- **i.e., Take out the trash in our team rotation. Haul off cardboard boxes to local recycle center, etc.**

CRITICAL:

- Follow verbal directions.

This position is great for someone who enjoys to work and enjoys working hard. You enjoy working with others and helping them. You have a high-attention to detail. You move with a sense of urgency. Give a damn and show some initiative.

APPROACH TO OUR WORK -

All Members of the Team Should Excel in the Following Areas:

- Tech Savvy.
- Initiative.
- Personable and Friendly.
- Communication – exceptional skills in verbal and written.
- Maintain excellent eye contact with customers and in-person communication.
- Confidence.
- Attention to Detail.
- Coachable.
- Tenacity.
- Focused.
- Responsibility.
- Continuous Improvement.
- Excellence.
- Quick Learner.
- Early-adapter to technology in your day-to-day life.
- Highly skilled in MS Office, Apple Software, and Google Suite products.
- Baseline familiarity and expertise in the commonly used Apps and programs.
- Some graphic design ability.
- Maintain organized digital files.
- Maintain organized work space.
- Maintain organized & clean customer-facing areas & 'back office' spaces.
- Record Keeping.
- Knowledge Management.

Preferred Previous Experience

- 2+ years of previous work experience.
- High school diploma or GED-equivalent.
- Must be willing to work in a smoke-free environment.
- Reliable transportation. Good driving record and maintain current automobile insurance.
- Ability to climb a ladder and do installs.
- Ability to work at heights over 20 feet.
- Ability to carry 50lbs or more.

Must pass a background check.

Exceptional people skills and character are essential to CORPTEK. What makes CORPTEK different is that we actually care about our customers and their success.

Growth mind-set with a life-long learning approach to how you work is key to your success with us.

Previous leadership and/or volunteer experience is highly desired (especially in high school, college, community - not necessarily in a paid, job position). All previous job experience is relevant and we would like to know about it. We serve a wide variety of customers. We also know that life skills are applied in many different situations across work and educational experiences.

30-day and 90-day reviews based on your training schedule and pay will adjust according to job performance.

This is an excellent opportunity to be a part of a growing company.

Job Type: Part-time to Full-time

Schedule:

- 8-hour shift
- Occasional Weekend Availability

Salary: Based on Experience and Skill Set. Whatever your starting salary, within 1 year a successful candidate in this role will have an increase in salary.

Up to \$24,960 - \$31,200 per year (\$12/hr. - \$15/hr.)

First 3 months will be at a training wage until successful demonstrated level of skills and on-the-job-performance are evaluated.

Bonus and commissions will be available for this role and eligible upon start date. This is important to consider and a real way to make more income in the role.

Benefits:

- Employee discount
- Holiday Pay for six Federal Holidays

Supplemental pay types:

- Bonus pay
- Commission pay

Work Location: Base One location. Our customers are in Tennessee, Georgia and Alabama. We limit travel to same-day travel in most cases.

To Apply:

Email your resume to jobs@corptek.cc.