



PC Hardware Technician

Join the dynamic and collaborative team at Katalyst Data Management (KDM)! KDM is seeking a PC Hardware Technician who has great attention to detail. This is an exciting opportunity to play an integral role in building, supporting and maintaining company computers and laptops. Qualified candidates will bring a strong knowledge of windows support with a drive to learn.

- **Located in Houston**
- **Nominally 8:00 a.m. – 5:00 p.m. Monday to Friday**
- **Full-Time position**

The Company

Katalyst Data Management (KDM) is the global leader in hosted subsurface data management solutions for the oil and gas industry. From data capture and verification, to data storage and organization, to marketing data online, our specialised data services cater to large multinational corporations, national governments and small independents. KDM's web-based iGlass services and their related controls, including system redundancy, are key differentiators in providing and maintaining high availability, 24/7 access for customers. Innovation and commitment has enabled KDM to provide excellence in both technologies and service qualities.

Key Responsibilities and Accountabilities

As PC Hardware Technician, you will be responsible to provide desktop support and maintain in-house technology equipment and IT assets. This includes installing, configuring, diagnosing, repairing, and upgrading all workstation computers, laptops and peripherals (printers, scanners, etc.) while ensuring their optimal performance. In this role, you must be self-sufficient, motivated and a conscientious person with a strong work ethic who has a strong desire to be part of a hardworking, small team.

Key Responsibilities:

- Provides Windows Desktop Support for company users.
- Builds and maintains desktops, configures laptops, administers users in Active Directory.
- Troubleshoots and resolves issues with peripherals such as printers and scanners.
- Supports company users with Operating System and program upgrades.
- Supports the Hardware functions with other related duties as assigned.

Skills Required:

- Excellent verbal and written communication skills.
- Proficient in Windows 10 and Windows 7 Operating Systems.
- Experience with upkeep of users and computers in Active Directory.
- Proficient in Microsoft Office Suite and related software for Windows PCs.
- Ability to analyze and diagnose problems and work independently to solve them.
- Possesses mechanical aptitude with a curiosity as to how things work with a drive to learn.

Required Minimum Education and Experience

- High-school diploma or equivalent.
- 1 Year of related technical training.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 50 pounds at a time.
- Must be able to travel to offsite assignments.
- Ability to differentiate wire and cable color as well as various audible tones.

Applications can be emailed in confidence to hr-us@katalystdm.com.