

HELP WANTED ADS - COMPUTERS

When looking to hire a worker, the employer will write a **job description** to let job seekers know:

1) Description of company. 2) Job title. 3) Job duties. 4) Qualifications — education, skills, and work experience needed. Study the following jobs to learn how to read Help Wanted ads posted on the internet.

COMPANY: PALMS RESORT & SPA. Our 444-room Palms Resort & Spa meets the needs of today's travelers. Hotel rooms surround travelers with warm desert air and breathtaking views.



Palms Resort & Spa workers enjoy an exciting work environment and job training. If you are a friendly, motivated person, with a passion to serve others, Palms Resort & Spa may be your perfect match.

Job Title: Computer Technician

Job Description: Computer Technician answers hotel and customer requests for assistance with hotel's computer systems and network equipment. Computer Technician finds and troubleshoots issues and fixes

problems with the goal of preventing the problem in the future. Computer Tech must be able to:

- 1) Work calmly in fast-paced, stressful environment.
- 2) Troubleshoot over a phone.
- 3) Troubleshoot problems in orderly way.
- 4) Be available during non-work hours for "on-call" jobs.

Job Qualifications: Certificates needed in:

- a) Cisco Certified Entry Network Technician — CCENT
- b) Microsoft Technology Associate — MTA
- 1) Good customer service and problem solving skills.
- 2) One year of work experience in job dealing with customers.
- 3) Ability to spend long hours sitting and using computers.
- 4) Skills in HP products.
- 5) Mac skills are added plus but not necessary.
- 6) High school graduate.



Benefits: Medical, Dental, Vision, and Disability insurances. Discounted hotel rooms. Meal discounts. College tuition payments. Pay will be discussed during job interview.

How to Apply: Go to Palms Resort & Spa website. Complete online application. Be prepared to attach your resume, three references, and copy of certificates earned.

COMPANY: GEEKS ON SITE: Geeks on Site is a Florida based company with a team dedicated to providing quality computer repair and support services to homes and businesses nationwide. We are one of the fastest growing companies in the computer repair industry. We are also one of the pioneers in Online Remote Computer Repair, being one of the first companies to provide remote service nationwide.

Job Title: Computer Technician Contractor

Job Description: Independent Contractor Position. Paid in cash. Computer Tech Contractor is responsible to: 1) Pay social security, medicare, and income taxes. 2) Provide own tools and vehicle. We pay for gas expenses in excess of 30 miles one way to customer.



Job Duties: 1) Apply skills to fix clients' issues. 2) Troubleshoot software, hardware, network issues, and peripherals. 3) Install OS. 4) Remove viruses and malware. 5) Software upgrades. 6) Help clients' understand software operation.

Job Qualifications: 1) Skills in Office Suite: Word, Excel, Outlook. 2) Skills in Windows OS. 3) Skills in networking devices. 4) Skills in antivirus programs. 5) Skills in devices such as PC, laptop, hard drives, printers including setup, maintenance and configuration. 6) Experience with Mac preferred. 7) Two years work experience in tech support. 8) A+ Certificate, N+ Certificate, and CISCO Certificate required.

Pay & How to Apply: \$35 per hour for only time spent on clients sites with 1 hour minimum per job.



Paid commission (get percent of price) for parts purchased by customers. Go to website indeed.com. Search for Computer Technician. Complete application online. Prepare to: 1) List 3 references. 2) Attach resume. 3) Attach copy of certificates. 4) Write cover letter in space provided.

QUICK CHECK:

1. List 4 things that a job description will let job seekers know.
2. What 3 thing are considered "Qualifications"?
3. List 2 things Palms Resort workers enjoy.
4. List 4 things the Computer Tech must be able to do.
5. What are the initials of the 2 Certificates needed?
6. In addition to Certificates, list 3 of the 6 other skills needed.
7. Of the 7 benefits listed, select 3 that you would like to get in a job.
8. When will pay be discussed?
9. To apply: a) What do you complete? b) What 3 things do you need to be prepared to attach?
10. a) Do you think you would enjoy a job as a Computer Technician in a hotel helping customers with their computer problems? b) Give a reason for your answer.
11. In which state is Geeks on Site company based?
12. Geeks On Site is a pioneer in what type of computer repair?
13. a) How is an Independent Contractor paid? b) List 2 things Computer Tech Contractor is responsible to do. c) Does company pay gas expenses if it is 10 miles one way to customer?
14. List 3 of the 6 job duties of Computer Tech Contractor.
15. a) Tech must have skills in what 3 Office Suite applications? b) Tech must have skills in what 4 devices? c) List the 3 Certificates required.
16. a) What is pay? b)Where do you go to apply?
17. Complete application where?
18. For what 4 things must you be prepared to do?
19. a) Do you think you would enjoy a Computer Technician Contractor job driving to customer's homes and business? b) Give a reason for your answer.
20. Do you think it is fair that you need to buy your own tools? c) Give a reason for your answer.