

# IT Coordinator Job Description



## IT COORDINATOR RESPONSIBILITIES INCLUDE:

- Instituting protocols for the use of IT across departments and projects
- Providing advice on the most suitable IT choices
- Providing technical support or training for systems and networks

## JOB BRIEF

We are looking for a skilled **IT coordinator** who will maintain our information technology systems and networks. You will perform both technical and administrative tasks to ensure functionality and efficiency of computer and telecom systems.

## IT COORDINATOR JOB DUTIES

An IT coordinator must be knowledgeable in software, hardware and networks. They must be critical thinkers and problem-solvers with great attention to detail. Since end user support and teamwork are important aspects of the role, excellent communication and people skills are required.

## RESPONSIBILITIES

- Institute protocols for the use of IT across departments and projects
- Provide advice on the most suitable IT choices
- Provide technical support or training for systems and networks
- Act as link between end users and higher level support
- Install and configure software and hardware (printers, network cards etc.)
- Monitor system and network performance
- Perform troubleshooting, repairs and data restoration
- Performance maintenance activities (e.g. backups)
- Maintain licenses and upgrade schedules
- Collaborate with other professionals to maintain standards and functionality

## REQUIREMENTS

- Proven experience as IT coordinator or similar role

- Experience in network management and help desk support is appreciated
- Solid knowledge of IT systems and applications
- Understanding of TCP/IP protocols and LAN/WAN configuration
- Ability to troubleshoot and repair issues
- Strong communication and interpersonal skills
- Great attention to detail
- Excellent organizational and coordination abilities
- BSc/BA in information technology or computer science is preferred
- Certification (CompTIA Network+, CompTIA Security+ etc.) is a plus

**SOURCE:** <https://resources.workable.com/it-coordinator-job-description>