IT Analyst

Charles B. Wang Community Health Center is seeking to hire a full-time IT Analyst in Chinatown.

Responsibilities:

- Assist the Director of IT in maintaining the computer system
- Helpdesk support for a multi-site WAN/LAN
- Responsible for software installation and maintenance
- Set up and configure various servers (Win 2012/16/19 Server/Exchange 2013/O365) and workstations (Win10)
- Support and manage cloud-based VOIP services
- Troubleshoot and fix computer problems
- Conduct and maintain IT test environments
- Perform backups to all servers
- Maintain network stability and evaluate network needs
- Prepare training materials and conduct training sessions
- Research and apply current technologies in the healthcare settings
- Other duties as assigned

Minimum Qualifications:

- Bachelor's degree in Computer Science or related fields required
- Previous experience in AD/Group Policy/IIS
- Bilingual in English/Chinese preferred