



Open Position Available

HELPDESK ADMINISTRATOR BOULDER, COLORADO

JVA, Inc. has an open position in our downtown Boulder office for a Helpdesk Administrator. We are looking for an intelligent and outgoing person with an interest in technical computer support to join our team.

Day-to-day responsibilities include supporting staff when technical issues arise, training users on use of conference room and other communal systems and helping to write end user documentation. You will work directly with the IT Manager, and as a member of a 12-person administrative team.

JVA is a growing small business. Our firm is staffed with mindful, experienced professionals. We are devoted to sensible and conscientious problem solving for a wide range of engineering projects across Colorado, from rural mountain town projects, to big cities and districts. Our professional culture values sound judgment, creative thinking, teamwork, and design sensitivity.

If you are a problem solver, enjoy working with computers, and are looking to get started in your IT career, please apply.

Specific Responsibilities

- Sort and prioritize daily influx of support requests
- Install and maintain new/existing hardware and software
- Train end users in use of software and equipment, including conference rooms
- Assist in writing documentation and management of knowledge base
- Periodic visits to remote offices will be required

Qualifications

- High school diploma/GED required
- Minimum 1-3 years' experience in information technology or technical support
- Extensive familiarity with Windows operating systems
- Familiarity with Office 365 Enterprise a plus
- CompTIA A+ or similar entry level certification a plus

Salary Range

\$60,000 - \$70,000 Annually DOQ



Founded in 1956, JVA, Inc. is a Structural, Civil, and Environmental engineering firm with offices in the downtown communities of Boulder, Fort Collins, Winter Park, Glenwood Springs, and Denver, Colorado. We specialize in civil, infrastructure, environmental, water/wastewater engineering, structural and historic preservation for public and private entities across the state and nationwide. We are employee owned, offer a competitive benefits package, advocate professional growth, and have long-standing relationships with contractors, architects, builders' groups, professional organizations, and community outreach programs. We have a strong internal corporate culture with sponsored events and social activities throughout the year.

Competitive Benefits:
Annual Salary Raises | Bonuses | Medical and Dental Insurance | Parental Leave | Life Insurance | Short- and Long-Term Disability, and Long-Term Care Insurance | Flexible Spending Account | 401K Plan | Stock Bonus Plan | RTD Ecopass (Boulder and Denver Locations)

Underrepresented individuals are encouraged to apply.

JVA is legally required to verify all new hires with E-Verify.



STRUCTURAL



CIVIL



ENVIRONMENTAL

TO APPLY SEND YOUR RESUME AND COVER LETTER TO JVA, INC.
1319 SPRUCE STREET, BOULDER, CO 80302 OR EMAIL TO CAREERS@JVAJVA.COM

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