EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Technician (Entry Level)</td>
<td>17343</td>
<td>12/09/2019</td>
<td>San Jose</td>
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</tbody>
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<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>$17</td>
<td>Monday-Friday</td>
<td>varies</td>
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<thead>
<tr>
<th>REQUIRED FOR POSITION</th>
<th>REQUIRED EDUCATION</th>
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<tbody>
<tr>
<td>Background Check</td>
<td>None</td>
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JOB DESCRIPTION
Note: There will be overtime available.

The IT Technician I is responsible for assisting in the relocation process, providing technical support for commercial moving projects, by physically and professionally disconnecting and reconnecting workstation PCs, peripherals and related hardware. As an IT Technician you will be expected to work at different customer accounts, responsible for ensuring the customer’s requests relating to IT Technical support are carried out efficiently and in a timely manner. This is an entry level position and will receive appropriate training to ensure one can perform the job as expected.

What you'll be doing:
1. Disconnect and reconnect PCs and other peripheral electronic desktop components per supervisor’s direction and the specific job requirements.
2. Record basic system information on PC Disconnect/Reconnect Checklist such as serial numbers, manufacturer, model numbers and placement.
3. May be required to set, offset, push, pull, lift, carry and move computer equipment, furniture, miscellaneous equipment and boxes as required.
4. Ensure a professional manner and appearance in provided Corotech uniform.
5. Capture the existing workstation layout at the customer site and ensure the new setup is placed the same.
6. Label all the IT assets/inventories to ensure there is no missing items during the moving.
7. Manage different cables and wires to ensure a nice, neat, and safe workstation.
8. Work carefully in a Lab environments (medical lab or computer lab).
9. Ensure the assigned tasks are carried out within Corovan productivity standards.
10. Escalate any technical issues/concerns to Corotech Manager.
11. Quickly respond to any IT Technical requests from customers.

3 TO 5 KEY SKILL SETS REQUIRED
- Requirements
  - High school or equivalent combination of experience and training.
  - 1-2 years working in Tech support position preferred only
  - Good understanding about computer hardware, cables and connections.
  - Ability to do electronics troubleshooting, analyzing information, good judgment in making decisions.
  - Exceptional client/customer service skills, equipment maintenance, ability to report work related issues to management, must maintain confidentiality, quality focus, results driven, supply management, ability to multitask, attention to detail and good oral and written communication skills.