

# AEW Career Opportunity

## Information Technology Desktop Specialist

Boston Office

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### Responsibilities

- Install, configure and deploy operating systems such as Windows 10
- Help with the creation of a standard images for laptop and desktops
- Projects such as upgrading to newer versions of an OS or Microsoft Office
- Work with vendors to have equipment repaired
- Working with our Mobile Device Managements system
- Assist with the administration of phone system, including video and chat features
- Support users with all hardware/software needs, such as, but not limited to, operating systems, Office, iPhones and printer
- Be part of the on-call rotation providing after hours support for users

### Skills/Experience Required

- Requires 3-5 years installing and configuring Operating Systems
- Strong desktop/laptop hardware skills
- Experience with Microsoft System Center Configuration Manager
- Experience with a VOIP system, preferably Cisco
- Must possess a strong working knowledge of the Microsoft Office suite
- A solid understanding of network concepts, such as Active Directory, client/server relationship, TCP/IP environment
- Experience with a Mobile Device Management system, and iPhones is required
- Strong written and oral communication skills are a must

**To apply for this position please e-mail your resume to [Jobs@aw.com](mailto:Jobs@aw.com)**

AEW Capital Management is an equal opportunity employer.

