

Job Posting:171683 - Position: F25 Configuration Technician 171683

Co-op Work Term Posted:	2025 - Fall
App Deadline	08/06/2025 09:00 AM
Application Method:	Through UBC Science Co-op
Posting Goes Live:	07/30/2025 03:04 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	Microserve
Website	https://www.microserve.ca/
Address Line 1	Unit 280 - 4400 Dominion
City	Burnaby
Postal Code / Zip Code	V5G 4G3
Province / State	BC
Country	Canada

JOB POSTING INFORMATION

Placement Term	2025 - Fall
 Job Title 	F25 Configuration Technician 171683
Position Type	Co-op Position
Job Location	Richmond, BC
Country	Canada
Duration	8 months
Work Mode	In-Person
Salary Currency	CAD
Salary	18.0 per hour for 40 Major List
Salary Range \$	\$18 - \$20/hr
Job Description	

About Us

At Microserve, we are an industry leader in providing technology solutions to public and private sector clients across Western Canada. Headquartered in Burnaby, BC, with offices in Victoria, Calgary, and Edmonton, we employ over 550 team members and are one of the largest technology solutions providers, recognized for our ability to deliver and innovate to meet the changing needs of our clients. Our team members work in a hybrid environment with a blend of days in-person and work from home.

At Microserve we truly value our co-op students and all their excitement and eagerness to learn and contributions to our successes. As a Microserve Co-op for an 8-month term, we are committed to supporting your growth and learning during your time with us. More information about our program and support initiatives will be provided directly to each co-op who joins Microserve.

Scope

The Configuration Technician is responsible for configuration of new computers for clients, and computer hardware repairs. Troubleshooting and imaging large volumes of PCs and printers in a team environment is the core responsibility of this role.

Responsibilities

- Software and network configuration and troubleshooting
- Software installation
- Printer/peripheral installation

- Diagnose, repair, and upgrade PC software and equipment
- Image workstation for new deployments
- Support other departments as necessary, depending on workload
- Work proactively to ensure that services delivery are aligned to the client needs

Microserve is committed to a diverse and inclusive workplace. We are an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, disability, age, or other legally protected status. If you would like to request an accommodation, please notify the Recruiter.

Job Requirements

Qualifications and Education Requirements

- Meticulous organizer with a strong attention to detail
- Tech-savvy with strong skills in navigating the MS Office Suite & SharePoint, especially Excel
- Strong interest in IT with knowledge and experience with IT repair & assembly, including PCs, Laptops and printers preferred
- Knowledge of desktop hardware, preferably from an enterprise or business environment
- Knowledge of software installation and troubleshooting in a Windows environment is an asset
- CompTIA A+ Certification (or similar) considered an asset
- Vendor-specific hardware certification desired
- Comfortable with lifting products and working within a warehouse environment
- Interested in learning more about technology and working towards a post-secondary degree
- Self-directed and proactive individual looking to support a dynamic team
- Ability to be accountable to your team and other departments
- Must be able to pass a criminal record check (CPIC)

Citizenship Requirement

N/A

Position Start Date

September 01, 2025 12:00 AM

Position End Date

April 30, 2026 12:00 AM

APPLICATION INFORMATION

Application Procedure

Through UBC Science Co-op

Cover Letter Required?

Optional

Address Cover Letter to

Hiring Manager