

Job description

Technology Assistant

Certified Public Accounting Firm is seeking a part-time Technology Assistant to join our IT Team and fast-paced environment.

Requirements:

- Must be familiar with Microsoft Windows, and Office 365 for PC environment, along with basic computer hardware, and peripherals knowledge
- Candidate should be detail orientated, capable of lifting small peripherals, computers / printers, enjoy technology and helping others, and be willing to learn
- Typical activities could include setup and customization of laptops for new hires, assisting with computer and software upgrades, etc.
- Self-starter who can work well both independently and with a team

Job Type: Part-time

Salary: \$16 to \$20 per hour

Benefits: (available with a minimum commitment of 20 hours a week)

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Position hours, and days are flexible
- Availability for after hours, and weekends, is desirable for occasional large projects

Experience:

- Working knowledge of PCs environment required.

Work Location: In person

Additional hours, and advancement potential exists after probationary period