

**NorthEast Washington Medical Group
Information Services Department**

Absolutely no phone calls to employer, please!

Job Posting

October 22, 2007

Software/ PC Systems Specialist

This position is responsible for providing software and hardware technical support to the NEWMG users. Support will include working directly with users on issues such as installation, data compatibility, network issues, configuration changes, interfaces data analysis, program functionality, and mapping issues. Also employee will stay current with Microsoft related issues, patches, and bugs and be expected to increase/maintain technical knowledge relating to Software and Hardware in use within NEWMG.

Full time position, wage starts at \$11.75 per hour, full benefits.

Position Requirements:

- Experience with Microsoft Office, Windows 200/XP
- Experience with network systems
- Experience in computer hardware and network components
- Excellent communication skills
- Ability to learn new software

Responsibilities include:

- Hours: 8:00 AM – 5:00 PM (1 hour lunch)
- Reporting the user needs through Help Desk Software
- Reporting problems and resolution to department Manager
- Provide maintenance for user account maintenance, email accounts, etc.
- Perform other duties as assigned.

Experience requirements:

- 1 year or more Help Desk experience or related experience.
- 1 year or more software support experienced or related experience
- Application instructions:

MUST BE 18 YEARS OLD