

Programming Department Assistant

Posting Code: RE121

Overview

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Development

Position Title:

Programming Department Assistant

Reporting to:

Software Development Manager

Incumbent

Open

Location:

Redmond, Washington

Primary Job Duty:

- Assist the Software Development Manager and Programming Department with various tasks including, but not limited to, projects related to Windows-based software development, testing, and documentation. This is a part-time/hourly position with no benefits. Starting pay is \$10/hour. Guaranteed 10 hours per week. Interested parties must be able to work during normal business hours (8:00 a.m. to 5:00 p.m.). Schedule may be flexible. Additional hours may be requested on an as-needed basis, especially during quarterly software testing (or around the last week of August, November, February, and May).

Other Job Duties:

- Aids in the maintenance of the internal network.
- Assists with internal site backup.
- Maintains software currency.
- Assures that all file servers are working correctly.

Other Responsibilities:

- May be requested to work additional hours on a quarterly basis to assist in software testing

Qualifications:

- Strong computer skills; proficiency in Microsoft Windows (2000, XP, or Vista), Word (experience in Word 2002 preferred), and Internet Explorer.
- Excellent communication skills (phone, e-mail, reports, etc.).
- Basic knowledge of networks and the Internet.
- Some experience in working with SQL Server and databases.
- Basic knowledge of data and network security practices.
- Ability to work under supervision.
- Previous experience with Microsoft Excel, Help & Manual (or other Help authoring tools), and CuteFTP preferred.
- All majors are encouraged to apply.

Site/Time:

- Monday through Friday in Redmond, WA office – 8:00 AM to 5:00 PM

Compensation:

- This is a part-time/hourly position with no benefits. Starting pay is \$10/hour. Guaranteed 10 hours per week.

Contact:

- Email your resume to jobs@erieri.com - fax: 800-753-4415 - mail to ERI, 8575 – 164th Avenue NE, Redmond, WA 98052 USA