



NOW HIRING

Entry Level Part Time IT Assistant

The Position

Swan Solutions is currently seeking a part time entry level Production Assistant to work with our videographer in filming and editing professional development training videos.

The successful applicant will work Monday-Friday at our Milton, FL office. No after hours or weekends. No experience is necessary, we can train the person with the best personality and attitude to fit our growing team.

Who We Want

The person we want on our team will possess these desired characteristics and more:

- Positive Attitude
- Punctual
- Perceptive
- Friendly
- Willingness to Learn
- Persistent
- Self Starter
- Organized
- Good Listener
- Quick Study

Compensation

\$10 per Hour
10-20 Hours Per Week

Contact Info

Send Resume To:
Becki@SwanSolutionsLLC.com
(800) 817-1408

What You Will Do

- Provide support to the implementation team.
- Record and verify project specifications
- Basic Form and Workflow design
- SEO
- Website design
- Customer relationship management
- Maintain network equipment & company hardware
- Provide customer hardware tech support
- Experience working with Microsoft Office is required

Requirements

Driver's License/Reliable Transportation