



**Leading I.T. Company in the Fox Valley is seeking someone awesome to fill an **Internal Ops** position. This part-time position will start around 20-hours/week with the potential to increase to 30-hours in the future. Located in Appleton, Wisconsin. Flexible Schedule. Wage is competitive based upon experience.**

#### **THE COMPANY**

- **Our Vision:** To enhance the lives of our employees, our clients, our community, our vendors, and our shareholders.
- **Our Mission:** To use technology to build better small businesses.

#### **THE POSITION**

**This person will be trained on and become responsible for assisting with the day-to-day Internal Operations of a fast-growing I.T. company. Job duties may include:**

- Accounts payable
- Accounts receivable
- Software/Hardware/Services quoting
- Sales & Purchasing
- Order tracking/management
- Service monitoring and administration
- Client backups
- Data entry
- Communications between internal operations and technicians/clients/vendors
- Maintain client and vendor records

#### **SKILL REQUIREMENTS**

- QuickBooks proficient
- Microsoft Office proficient
- Desire to pursue improvement of systems and streamline given tasks
- Ability to work under recurring deadlines
- Detail oriented
- Excellent organizational and time-management skills
- Self-motivated to complete projects without direction
- Excellent written communication skills
- Desire to learn and grow in the I.T. field
- General ease of navigating through web-based platforms
- Can easily switch tasks
- Confident and professional telephone manners
- Assertive and confident personality

#### **BONUS SKILLS**

- Previous employment in an I.T. environment is a plus
- Analytical mindset; you will be working with geniuses
- Can calmly balance a full workload
- A fan of using GIFs on Microsoft Teams; seriously, we use a lot of GIFs
- Quick-wit ability to recite movie lines is a bonus
- Knowledge of nerdy movies and video games will help you fit in, but is not required

#### **Please mail your resume to:**

Tech Guides, LLC  
Attn: Hire Me  
119 N. McCarthy Road, Suite A  
Appleton, WI 54913

#### **Please email your resume to:**

hireme@techguides.it  
Subject: "Internal Ops Job Opening"