



Part-Time Temporary Inventory Assistant

The City of Highland seeks qualified candidates for the **Part-Time Temporary Inventory Assistant**. This position supports the City IT staff in tracking and maintaining devices and supplies for installing, relocating, changing or disconnecting services related to IT and HCS. Primary responsibilities include assisting with inventory management, preparing outgoing equipment and software and assisting IT staff with testing and troubleshooting.

Qualifications include technical troubleshooting skills and basic knowledge of networking, PCs, Windows and Office Suite. Candidates must be able to take direction, work independently as well as work well as part of a team and have strong communication and customer services skills. Candidates that are able to demonstrate initiative, sound judgment, dependability, and flexibility are preferred. Great entry level position for Senior High School Student or College Student looking to enter technology field.

If you meet the qualifications outlined above please submit an application (Available at City Hall) no later than Friday, May 8, 2015 to: City of Highland, Attn: Lisa Schoeck, Director of Human Resources; 1115 Broadway, PO Box 218, Highland, IL. 62249. Fax: 618/654-3473. Phone: 618/654-3473. EOE