



WHO WE ARE?

PacMin brings imagination to life by providing visually dynamic marketing solutions to a wide range of industries, ranging from aviation and aerospace to events and entertainment. PacMin creates custom scale models, trade show exhibits, dynamic graphics, and promotional solutions to help businesses build key relationships.

We are looking for a **PT IT Coordinator** (temp to hire) to join our team of talented and enthusiastic professionals!

PURPOSE: Coordinates computer maintenance and troubleshooting. Minimum

EDUCATION & EXPERIENCE: Minimum of a high school diploma. Minimum of 6 -12 months experience in an IT related field.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

- Must have excellent computer skills
- Must have good problem solving skills
- Must have excellent internal customer service skills
- Ability to work in a team environment and work productively in team assignments
- Must be engaged and be able to prioritize
- Excellent organizational, planning and prioritization skills
- Must be willing to take the initiative

DUTIES/RESPONSIBILITIES:

- Support the hardware and software of all users
- Troubleshoot issues
- Install new software and hardware
- Research ongoing problems
- Set up computers for new users
- Facilitate a catalogue of all software
- Assist in migration to new software
- Assist in the installation of new hardware
- Facilitate computer cleaning and maintenance
- Run errands to pick up necessary supplies as needed
- Support the network administrator(s) in any other tasks as needed
- Assist other departments as needed

WHAT WE OFFER?

Besides a GREAT culture, recognition programs, monthly celebrations and fun events throughout the year, we offer a complete benefits package that includes 401-K matching plan, medical, low cost vision, dental, accident, and free life insurance for eligible team members.

All interested candidates should send their resumes to jobs@pacmin.com