

Personal Computer Operator

SUMMARY:

Operates computer and peripheral equipment to process data.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Operates personal computer using various software programs including, but not limited to spreadsheet (i.e. Lotus 1-2-3, Quattro Pro, Excel) wordprocessing (i.e. WordPerfect, Microsoft Word) and data base (i.e. Paradox, Q&A, DBase IV) to produce management information.
- Assists various departments to develop effective use of personal computer in such applications as human resource management, marketing research, voice mail, E mail, and fax.
- Assists other staff with computer application problems and attempts to resolve operating problems.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)