

# WE ARE HIRING!



## Summer Help - IT Department

GROVE CITY, PA

Assist users with software and hardware needs by being able to diagnose, repair, maintain, install, and perform testing activities on various computer equipment and peripherals such as printers, scanners and other devices.

Assemble, install, configure and test new computers & equipment. Maintain software and hardware inventory lists. Maintain computer network documentation; update computer maintenance manuals.

### Requirements:


- Ability to work and interact effectively as a team member
- Excellent communication and customer service skills
- Capable to use non-technical approaches to train others in the use of computer hardware and software
- Friendly, courteous & helpful

If you have the skills and experience required, we want to hear from you!

Send your Resume and Cover letter to:

**resume@pineinst.com**

### More Information:

 [www.pineinstrument.com](http://www.pineinstrument.com)

