

**Data Tec, Inc.
PO Box 31576
Des Peres, MO 63131**

Computer Help Desk

Data Tec has been serving our Medical and Dental client offices since 1984. We have a convenient West County Location, in a non-smoking facility.

We work directly with private practices supplying Office Management and Electronic Medical Records software, training, and ongoing support.

Position:

Computer Help Desk Technician – answer calls and assist clients with questions regarding our medical and dental software. We will train the right person about our software products.

Hours:

Working hours may vary somewhat, from 30 to 40 hours per week. Office hours are from 8 am to 5 pm, Monday through Friday.

Responsibilities:

- Taking and documenting telephone calls from clients.
- Assisting callers with answers to their questions and/or solutions to their problems, concerning our software.
- Recording and tracking support calls in our computerized telephone log system.
- Various other assigned technical and non-technical office support tasks.

If you are interested in the job, please review the next page.

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Fax or mail, along with your resume to: (636)230-6801

If you are interested please print this page, check off the items listed below that you believe you possess, and fax or mail this page along with your resume to us.

If we are interested we will contact you to discuss further details, and potentially schedule an interview.

Qualifications:

- Clear, loud, friendly, and cheerful telephone voice.
- Ability to type 30 wpm or faster
- Knowledge of Microsoft Windows computer usage (XP and/or Vista)
- Ability and desire to learn new windows-based software easily
- Desire to help people

Additional experience or abilities:

- Medical office staff experience
- Medical and/or Dental office terminology
- Microsoft Word
- Microsoft Excel
- Basic understanding of Windows networking

Name

Contact Phone _____

City

St Zip

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