



Job Announcement

Relocation not included.

Announcement Number

PACOSA0304

Opening Date

03-04-10

Closing Date

04-04-10

Full-time Position

Help Desk Technician

Location

Osan AB, Korea

Days / Hours

Monday – Friday / 7:30 a.m. – 4:30 p.m.

Description

Report to site manager; assist in operations of Dellew Osan AB Project Site. Responsibilities include management of Personnel Systems Management and Awards and Decorations Sections. Ensures timely submission of reports and analysis applicable to the government and Dellew. Serves as systems administrator for Oracle based servers and desktop computer systems in support of the Military Personnel Data System. Constructs specialized queries and statistical analysis. Performs computer maintenance and troubleshooting, hardware and software updates, and ensures network connectivity for all assigned desktop computers. Conducts specialized training on the Military Personnel Data System.

Qualifications

Experience in relational database management, including database design, management, and query construction. Advanced knowledge of Microsoft Word, Excel, and PowerPoint. Intermediate knowledge of Microsoft Access. Develop and present detailed briefings and statistical analysis. Knowledge of desktop computer hardware and software maintenance, troubleshooting and repair. Knowledge of the Air Force personnel system desired, but not required. Must be able to obtain a National Agency Check security clearance. Must be able to speak, write, and communicate effectively using the English language.

Salary

Determined by knowledge and experience.

Introductory Period

Six months.

Application Instructions

Submit application (www.dellew.com) AND resume (do not send a link to your resume) in either 'pdf' or 'doc' format via: e-mail careers@dellew.com; fax to (808) 440-0612; mail to or drop off at 419 Waiakamilo Road, Suite F, Honolulu, HI 96817. *Reference job announcement number PACOSA0304. No phone calls please.*

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. Equal Opportunity Employer. Drug Free Workplace.