

Full Time Office/Technical Support Coordinator

Ace Hardware

We are looking for a FT office support person with a strong emphasis in technology. Must have strong MS Office and advanced Excel skills, be detail oriented with strong communication, analytical and research skills.

The OTSC will help manage the technical needs of 13 retail locations, in particular, troubleshooting POS and credit card terminal issues. Will maintain our Social Media platform, Ace newsletter and website.

Additional duties include monthly reconciliation of GL accounts, preparation of monthly reports as well as cross trained on AP, AR and general office duties in a team approach.

Offering paid vacation and sick leave, 401-K, health and life insurance, employee discount and paid holidays.

email resumes to
debbie@acesetsthepace.com or
mail to 214 Walnut, Springfield, IL 62702

