

UNITED STATES OF AMERICA-CHINA CHAMBER OF COMMERCE

Job Description

Computer Support Specialist

<i>Position Title</i>	Computer Support Specialist
<i>Location</i>	Chicago Downtown
<i>Term of Employment</i>	Full-Time
<i>Work Hours</i>	Minimum 20 Hours a Week
<i>Start Date</i>	Immediate
<i>Minimum Education</i>	Bachelor's or Master's Degree
<i>Experience Level</i>	Entry/Intermediate
<i>Immediate Supervisor</i>	Executive Director

Company Description

The United States of America-China Chamber of Commerce (USCCC) is a not-for-profit, bi-national membership organization dedicated to developing increased U.S.-China trade and investment activities by assisting American and Chinese companies, professionals and the general public to better understand the business environments and cultural traditions relevant to successfully doing business in both countries. USCCC is a leading trade organization with extensive reach in both the U.S. and the Greater China Region that conducts a wide range of activities - seminars, conferences, workshops, executive briefings, trade missions and networking events - to identify the technological, economic, financial, demographic and cultural trends that are critical for successful economic development between the U.S. and China.

Job Duties

- To develop, update and maintain the USCCC website
- To maintain PC Base computer system including hardware and software
- To perform database administration activities, backup and recovery, and network administration
- To perform simple programming including creating templates and macros for Excel, Word, CRM, and other off-the-shelf software
- To manage basic audio and video for USCCC events
- To perform other office duties

Job Qualifications

- Excellent understanding PC Base computer hardware including PCs; printers; scanners and other office equipments
- Knowledge of programming of off the shelf software, including Sage ACT!, Outlook, Microsoft Office Suite, Adobe, QuickBooks and others
- Basic skills in network administration and the internet
- Excellent communication and interpersonal skills
- Strong work ethic, creativity, persistence, problem solving, and the ability to perform multi-tasks and work under pressure
- Aspiration to help the organization to expand and assume other more advanced duties in two to three years

Contact Information

Please send your resume with a cover letter to:

Mai Hoang
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U.S.-China Chamber of Commerce

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