



Software Support Specialist

David Grant, Inc is seeking a talented and enthusiastic Software Support Specialist to join our growing team. In this position you will be responsible for administrative tasks as well as providing basic software support. This is a full time entry level position and we will provide industry-related training.

Required Skills:

- Must be dependable, detail-oriented and well-organized with a desire to learn and the ability to work independently
- Experience using Microsoft Office
- Experience in subsidized child care industry is a plus, but not required.

Responsibilities:

- Receive and log client support requests
- Provide excellent technical support to our clients for level 1 support issues
- Distribute new software licenses
- Manage client contact list
- Assist with the development and maintenance of training guides, user manuals, and other software related documentation.
- Perform general office administrative tasks
- Create proposals for prospective clients, when needed.
- Work with Programming Manager, Project Director and support/development team to achieve desired results.
- Other duties as assigned

To Apply:

Please email your resume with a cover letter to resume@davidgrant.com indicating how your skills and experience correspond with the responsibilities listed above. Or you can fax your cover letter and resume to 818-235-0101.

About David Grant, Inc:

David Grant, Inc. is a computer consulting and programming firm with locations in the San Fernando Valley and the San Francisco Bay Area. We specialize in creating, maintaining, and supporting software for child care professionals throughout the state of California. More information about David Grant, Inc. can be found on our web sites: www.davidgrant.com and www.nohosoftware.com.