



IS&T SUPPORT ASSISTANT

BiRite Foodservice Distributors is a third generation, family-owned company that offers you a Complete Foodservice Solution. We offer unsurpassed service to all areas of foodservice throughout the greater Bay Area and Sacramento. Since 1966 we have focused on being the best foodservice partner in the Bay Area. We remain committed to serving *our* community with quality products, timely deliveries, and competitive pricing.

The Information Systems Support Assistant supports the Information Systems and Technology (IS&T) department with completing department operations tasks, end-user support and maintenance of various information systems within the organization. They will be responsible for managing the day-to-day reporting and administrative tasks the IS&T department provides to support the organization. The Information Systems Support Assistant will report to the Director of Information Systems & Technology.

Major Duties and Responsibilities:

- Assist IS&T Director with daily department administrative functions, record maintenance and provide clerical support.
- Responsible for daily invoice scanning and filing.
- Create, analyze and deliver reports to internal and external end-users.
- Maintain file server database updates.
- Support internal and external IS&T related inquiries or requests.
- Coordinate and monitor Intern activities.
- Assist in the implementation, training and maintenance of information systems within the organization.
- Collaborate with IS team members on the development of new systems and upgrades.
- Provide technical support to end-users by troubleshooting hardware and software issues.
- Provide end-user training on new systems and upgrades as needed.
- Document procedures and maintain accurate department records.
- Assist in the development of policies and procedures for the use of information systems within the organization.
- Stay up-to-date with emerging technologies and industry trends.
- Other tasks as assigned by the IS&T Director.

Qualifications and Requirements:

- 2 years of experience in the Information Systems field is preferred.
- Understanding of Information Systems functions and best practices is a plus.
- Highly organized, efficient, work well under pressure and multi-task.
- Excellent verbal and written communication skills.
- Excellent knowledge in Google Workspace & Microsoft Office.
- Must be able to maintain confidentiality, remain diplomatic and professional.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Frequently required to use hands and fingers to operate a computer keyboard, mouse, and telephone keyboard, and talk or hear.
- Lifting and transporting of moderately heavy objects, such as computers and peripherals.

Working Conditions:

- The office may be crowded and noisy on certain days.
- Work may be repetitious, stressful.
- Work closely with the Director and other office staff.

Salary Range: \$60,000- \$70,000 (DOE)

Shift: Monday-Friday, 8am to 5pm

Position: Regular, Full time, Exempt

***** BiRite is an Equal Opportunity Employer *****