

**Job Title:** Computer Operator II  
**Status:** Full-time Hourly Non-exempt  
**Clearance:** Active Secret  
**Location:** Redstone Arsenal, Alabama  
**Salary:** \$22.92 an hour (plus \$4.93 an hour for Health & Welfare)

**Requirements:**

- Active/recent U.S. government security clearance.
- Minimum three years of experience maintaining electronic records and providing detailed reports using Microsoft Office applications.
- Fundamental background and understanding in telecommunications operations and records maintenance.
- Army Ticket Management System (Service Now) experience

**Highly Desired:**

- NetPlus TMS experience.
- Remedy software experience.

**Job Description:**

- Read source documents and enter data in specific data fields.
- Compile, sort, and verify the accuracy of data before it is entered.
- Compare data with source documents or re-enter in verification format to detect errors.
- Store completed documents in appropriate locations.
- Locate and correct data entry errors or report them to supervisors.
- Maintain logs of activities and completed work.
- Document archive management.
- Generate, process, and close Telecommunications service tickets and requests.
- Update base cable and telecommunications records.
- Generate phone bill.

**Physical/Mental Requirements:**

While performing the duties of this job, the employee is regularly required to:

- Talk, see, and hear.
- Sit, stand, use repetitive wrist, hand, and/or finger movement.

**Benefits:**

- Medical, Dental, Vision
- Short- and Long-term Disability
- Whole and Term Life Insurance
- Aflac Supplemental Coverage
- Legal Assistance
- Paid Vacation, Sick Leave, Bereavement, Jury Duty, Military Duty
- 401(k)

**Clearance:**

Selected candidates will be subject to a government security investigation and must meet eligibility requirements for access to classified information. Hire dates are dependent upon the issuance of an interim or final government security clearance.

**Background Check:**

Offers are contingent upon successful completion of professional reference checks, employment history verification, and background screening.

GStek, Inc. is proud to be an Equal Opportunity employer. All qualified applicants will receive equal consideration for employment. GStek encourages veterans, disabled veterans, and disabled individuals to apply for any open position for which they feel they are qualified.

EOE Veteran/Disabled