

Development Assistant Job Description- IQware

DIRECT CONTACT – DR. STEVE G. BELOVICH

DESCRIPTION of POSITION

The primary responsibility of the development assistant is to assist in the design, development, testing, and documentation of new applications developed using proprietary software. The development assistant works with staff from engineering, development, and sales teams to create client-specific products. The development assistant is also responsible for clerical and administrative duties as required. This multi-faceted position provides an opportunity for personal growth and development in a rapidly growing company. Willingness to learn is expected and a desire to grow and expand one's breadth of knowledge is highly desirable.

IT and ADMINISTRATIVE RESPONSIBILITIES

- a) Provide support to staff as needed on any and all assigned project-based work. This may include:
 - a) Preparing screens using the IQware BILD utility.
 - b) Writing and updating script files
 - c) Writing SQL queries
- b) General administrative work includes, but is not limited to:
 - a) Maintain complete hard copies and electronic filing system for all aspects of business processes (including client records).
 - b) Set up and coordinate meetings and conferences (including the master calendar behind front desk). Maintain and distribute staff weekly schedules.
 - c) General clerical duties including answering phones, photocopying, faxing, mailing, filing, presentation collating and binding, etc.
 - d) Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys.
 - e) Meet and greet clients and visitors.
 - f) Maintain levels of, research, and purchase office furniture, office supplies, and general supplies (with prior proper authorization).
 - g) Prepare coffee, clean office, and dispose of trash as needed.
- c) Maintain all hardware and software documentation.
 - a) Regularly update and distribute internal documentation including, but not limited to the IQware Architecture Document, Set Up Manual, Programmer's Reference Manuals, IQware Build and Symbol Manuals, and any other internal documentation as assigned.
 - b) Collect and maintain PC inventory.
 - c) Maintain and update all software licenses and all information pertaining to application and O/S software.
- d) General business responsibilities include:
 - a) Prepare marketing materials for potential clients.
 - b) Represent IQware in marketplace via marketing and sales presentations.
 - c) Perform market research into client markets, as requested.
 - d) Create and modify documents using appropriate software packages (OpenOffice or Microsoft products for word processing, etc.; Quickbooks for accounting related tasks, etc.).
- e) Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

Advanced reading, writing, arithmetic and analytical skills required. Though a Bachelor's degree is acceptable, a Master's degree is highly recommended. Applicant must have a strong, broad-based knowledge of operating systems and/or the desire to learn about them quickly. Applicant should also possess a basic understanding of a variety of software applications and programming languages. Experience in a professional environment is a plus.

Willingness to learn is expected and a desire to grow and expand one's breadth of knowledge is highly desirable. Applicant must be mature and well-versed in appropriate office and telephone protocol. Duties require professional verbal and written communication skills.

WORKING CONDITIONS

Working conditions are normal for an office environment. Applicant must be very flexible and ready to adopt multiple roles in a fast-paced setting. Dress is office casual.