



Belstra Milling Company is a world-class feed manufacturing facility. We are currently looking to fill a full-time Information Technology assistant position, which is based out of our company headquarters located in DeMotte, IN. This role balances a deep knowledge of IT processes and procedures with effective communication and user support to resolve issues and keep systems working as intended. The ideal candidate would embrace and support our core values: integrity, quality, and service and comply with our organization's policies and regulations. We offer competitive wages as well as a good benefit package.

ESSENTIAL FUNCTIONS (including but not limited to the following list)

- Maintaining, troubleshooting, and repairing existing computers
- Performing diagnostics of machines autonomously
- Installing and configuring new hardware, software, and peripherals
- Assisting with large installations that may occur over night or weekends
- Providing technical support to current and new employees
- Quick in learning new software, in particular Feed Mill Manager™, a commercial feed manufacturing software program

SKILLS AND REQUIREMENTS

- Familiarity with Microsoft Office Programs
- Previous experience with Windows 7 & 10 Pro business environments
- Prior experience with helpdesk support
- Ability to identify problems and find resolution
- Exceptional time management skills
- Meticulous attention to detail
- Strong communication skills
- Exceptional interpersonal skills
- Possess a valid driver's license

EDUCATION AND EXPERIENCE

- High School Diploma required
- Relevant certificate or Associate degree preferred, but not required
- Minimum of at least one-year IT/Helpdesk support required

Interested parties can apply online via our careers site: <https://www.belstramilling.com/Careers/>, or in person at our DeMotte Headquarters, 424 15th Street SE, DeMotte, IN 46310. Please direct any questions to our recruiter, Kasey Sheldon, at 219-987-4343 Ext 179.

