



## *ELEIT Technology, Incorporated*

*2225 Drake Ave. Suite 7*

*Huntsville, AL 35805*

*(256)533-4773 Fax (256)533-4775*

### ELEIT Technology, Inc. Quality Assurance Publishing Project Coordinator

- 5 years' experience applying internal controls to lifecycle processes.
- Mastery of writing/ publishing tools to include experience with Section 508 review and remediations. Extensive application of positive outcome customer service.
- Contractor employees must demonstrate technical proficiency including tools in a predominately virtual and cloud environment.
- Technical software proficiency includes the ability to effectively use recent versions of Microsoft Office 365, Microsoft Power Platform – Power Apps as a low code no code application, Adobe Pro (or similar), and Microsoft SharePoint; Power Apps as part of the broader Microsoft Power Platform that is separate from SharePoint, but the two are integrated and work together with Microsoft 365.
- Intermediate proficiency while the non key positions may have a beginning proficiency in Microsoft Power Platform's Power Apps low code or no code.

#### ***Experience/Education***

- Bachelor preferred in IT, Policy, Administration, Library Science, Homeland Security or English.

***Minimum Position Knowledge, Skills, and Abilities Required:*** Microsoft Office software and use of a Desk Top Computer.

***Work Environment, Physical Demands, and Mental Demands:*** Office environment, sitting, stoops, bend, kneel, walk, have full dexterity, correctable vision, and the ability to comprehend and follow written instructions.

***Safety Environment:*** Comply with all site safety and security regulations.