



POSITION: Information Technology Data Clerk

LOCATION: Los Angeles / US - Remote

CONTRACT: FT Staff / Permanent

CONTACT: [dana\[@\]rachelelewis.com](mailto:dana[@]rachelelewis.com)

RLT is seeking an **IT Data Clerk** for an Award-Winning animation studio in Los Angeles. This studio is working on several high-profile IPs and CG Animated TV Series (preschool).

RESPONSIBILITIES

- Catalogs asset hard drives, transfers data to data storage, and clones hard drives.
- Tracks data storage usage and creates reports. Maintains spreadsheets for tracking asset hard drives and company end-user equipment inventory.
- Assists with data collection for production drive deliverables and tracks progress.
- Supports end-user workstations and prepares company workstations for new users.
- Installs patches and performs system backups and recovery on company end-user desktops.
- Performs end-user troubleshooting and support for Mac and Windows included but not limited to: Storyboard Pro, Photoshop, Final Draft, Shotgrid, Signiant Media Shuttle, VPN, email, and server connectivity.
- Trains new and existing users on company software.
- Implements and executes IT projects as directed.
- Works under general supervision and reports to the IT manager.

REQUIREMENTS

- Ability to diagnose, troubleshoot, and resolve problems quickly and effectively
- Ability to organize and maintain documentation for easy data location and retrieval
- Ability to lift 40lbs. for lifting servers/other hardware
- Proficiency with Mac and Windows desktop computers (hardware and software)
- Proficiency with Microsoft Excel and tracking spreadsheets
- Proficiency with TreeSize for data usage reporting
- Experience with Adobe products (Photoshop/Premiere/After Effects installation, troubleshooting, signal flow)
- Experience with Outlook 2011-16, Office 365 for Mac/PC

If you're interested in talking more about this opportunity, please email [dana@\[rachelelewis.com\]](mailto:dana@[rachelelewis.com]) and include your resume.

If you fit the criteria, the next step would be setting up a phone call where we can give you the full download after signing the NDA (requested by the client).

Contact: [dana@\[rachelelewis.com\]](mailto:dana@[rachelelewis.com])

Thank you - www.rachelelewis.com

RLT is an employer-paid talent acquisition company; there is never a fee to candidates.