# Part-Time 3rd Shift Computer Operator

**CDP, Inc.** is a leading provider of data management systems and services for the public health sector. We are currently seeking a part-time **3rd Shift Computer Operator** to perform essential data backup tasks, monitor computer jobs, and provide top-tier customer support. This role is crucial for ensuring data integrity and operational reliability. If you are passionate about technology and committed to service excellence, we encourage you to apply.

**Responsibilities:**

* **Data Backups:**
  + Perform regular data backups to prevent data loss.
  + Verify the accuracy and completeness of backup files.
  + Maintain clear and accurate backup logs and records.
* **Job Execution** 
  + Execute and monitor computer jobs to ensure seamless operation.
  + Troubleshoot and resolve job-related issues promptly.
  + Collaborate with the IT team to enhance job scheduling and execution efficiency.
* **Customer Support**
  + Respond to incoming customer calls, offering assistance and information.
  + Address customer inquiries and technical problems professionally.
  + Ensure a positive customer experience through courteous and effective communication

**Minimum Qualifications:**

* Strong attention to detail and a focus on accuracy.
* Excellent communication skills for working with team members and customers.
* Basic knowledge of computer systems and data operations.
* Ability to work overnight on our overnight 3rd shift (11 pm – 7 am CST).
* Currently pursuing or holding a degree in Information Systems, Computer Science, or a related field.
* Within a commutable distance to our Romeoville, IL office.

**Additional Details:**

* **Location:** On-site at our Romeoville, IL office. May be opportunities to work remotely on occasion.
* **Schedule:** Overnight 3rd shift (11 pm – 7 am CST). This is a part time position, estimated 20-30 hours per week. May be requested to pick up additional shifts that includes weekends and holidays, as needed.

**Why join CDP?** CDP, Inc. offers a competitive salary, a comprehensive benefits package, and opportunities for growth and advancement within the company. We encourage you to apply today via our [website](http://www.cdpehs.com/careers).

**About Our Culture**

At our core, we value our relationships, both internally and externally. This means we respect everyone’s contributions. Our staff and customers have a seat at the table. We listen, we comment, and we decide our way forward based on what is best for all. Because we are a private company, we do not have public shareholders to report to. We do not have quarterly or annual financial targets to meet. Our relationships are paramount because they determine our long-term success. ***When everyone feels empowered, everyone succeeds.***

It is the policy of Custom Data Processing, Inc. to assure that applicants are considered and that employees are treated fairly during their employment, without regard to race, color, religion, age, physical or mental disability, sex, marital status, ancestry, national origin, veteran’s status, citizenship, pregnancy, sexual orientation, other protected activities, or any other characteristic protected by federal, state, or local law. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; wages or other forms of compensation; selection for training, including apprenticeship, pre-apprenticeship, and/or on the job training; and ensuring and maintaining a work environment free of harassment, intimidation, and coercion at all sites and in all facilities at which employees are assigned to work.