



Information Technology Assistant

Full Time

Small Community Bank has an opening for an Information Technology Assistant. This position will provide technical support for the AS400, desktop computers, networks, and servers. The Information Technology Assistant will be responsible for assisting in developing and analyzing programs, queries, and software/hardware applications and also in the planning, organizing, and managing of projects. Also will be responsible for customer contact situations on a daily basis regarding internet, mobile, and telephone banking and bill pay service.

Additional responsibilities include: Assist IT Officer with policies, procedures, and vendor management. Working knowledge of printers, sorters, and copiers. Assist office staff with computer, software, and network issues.

Working knowledge of ACH rules and regulations, Web-site managing, ATM's, and security systems is preferred, but not required.

Requirements

Associate Degree or Technical Degree or equivalent experience

3+ years' experience preferred

Banking experience preferred

High level of verbal and written communication and organizational skills

Effective troubleshooting and error resolution skills

Be willing to relocate to be within 20 miles from bank location if needed

Interested parties should contact Cindy Marshall at 706-647-8951 or email resume to cmarshall@wcgb.com and indicate position of interest.