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Night Processor

Part-time Position

Position hours: 7pm-12 midnight

Monday-Friday

Posted: 7/06/2009

Job Description:

Will perform duties as a night processor. This position reports to the technology department. All training will be provided. This position lends itself nicely for a college student as studying may be possible while the process is being monitored and also provides credible work experience demanded by most employers today.

Duties:

- Will backup critical data on LTO tapes and optical discs
- Work together with JHA's support department and our technology department to ensure that nightly processing is completed each night without errors.
- Will occasionally assist the technology department in other duties necessary to run the department.
- Will be responsible for maintaining inventory for all backup media.

Requirements:

- Interest in the Banking industry and technology
- Ability to learn how to operate Windows applications such as CA ARCserve Backup and Symantac Backup Exec
- Experience with Microsoft Office especially Word, Excel and Outlook
- Can adapt to a command line interface

Contact:

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