

## **IT Specialist (Full-time)**

### **Overview**

NOA Bank is a community bank with its headquarters located in Duluth, GA. Bank currently has 4 branch locations in Georgia and 3 loan production offices out of the state. Bank is looking for an entry-level IT staff to be a part of the Information Technology department in managing all IT related functions for the company. IT Specialist's main roles are to provide technical support and training to 70+ employees (and possibly to bank customers), to administer MS Windows based computer network and all technology systems and applications, and to participate in all IT related projects and daily activities.

### **Key Responsibilities**

- Provide technical assistance, support and troubleshooting for any hardware/software issues
- Answer to general IT related questions and provide training to employees and bank customers
- Install and maintain desktop computer hardware and software
- Perform management/maintenance tasks on any IT related systems and networks, including company website and social network services
- Perform other basic network and system administration tasks, including management of users on all IT related systems
- Work with IT related vendors for all technical support related matters
- Participate in planning committee for setting up new bank offices and branch locations
- Participate in technology vendor/solution selection and management process
- Participate in any IT related projects other than listed above

### **Qualifications**

- Minimum of high school diploma or equivalent required; associate degree, equivalent program certification, or bachelor's degree in related field of study preferred
- Must be able to demonstrate strong understanding, skills and enthusiasm in technology in general, not limited to servers and personal computers
- Fast learner with highly organized and detail-oriented personalities, professionalism
- Korean bilingual preferred, strong written and verbal communication skills in English is a must
- Any helpdesk/tech support, network/system admin experience (MS Windows, Servers, Active Directory, VMWare, Office, and etc.) is a plus

**> PLEASE SEND A RESUME VIA EMAIL TO [IT@noabank.com](mailto:IT@noabank.com)**

*\*Documents submitted will not be returned\**

---

NOA Operation Center / 2400 Pleasant Hill Road Ste.340 Duluth, GA 30096 / 678.385.0826

*NOA Bank is an "Equal Opportunity Employer"*

