
Employment Opportunity

Position: Enterprise Support Specialist

Reports To: Chief Administrative Officer

Department & Location: Human Resources – Department 21
Waynesville, NC

Position Description: Objectives of the position include:

- provide effective provisioning, installation/configuration, operation and maintenance of enterprise software and applications to meet business objectives and needs.
- perform technical research and development to enable continuing innovation of enterprise software and applications by assisting with planning and analyzing projects and establishing project schedules and parameters.
- provide support for the end users of Haywood EMC's enterprise software and applications and act as chief liaison on problems with enterprise software vendors utilized by Haywood EMC

A full description of the position's duties and responsibilities is located on Haywood EMC's website at <https://www.haywoodemc.com/employment>

Education & Experience Requirements: Bachelor's degree in computer science or a closely related field of study or two-year associate's degree in related field from a vocational/technical school required. Practical experience and on-the-job training may substitute for all or part of formal education requirements. Minimum of two years computer programming or system analyst experience. Prefer candidate with experience in databases, SQL programming language and NISC iVUE and/or project management experience.

Candidate must:

- have thorough working knowledge of data processing concepts, data governance and their application to business.
- have working knowledge of computer programming, software design, network security, server maintenance and back-up.
- have ability to organize and prioritize work to meet multiple deadlines.
- have strong analytical, problem-solving and critical thinking skills.
- have ability to present technical information in an understandable way.
- have advanced skill in Microsoft Word, Excel, PowerPoint
- live within 30 miles of the Cooperative's headquarters (376 Grindstone Rd., Waynesville, NC)

Special Working Conditions: Position is subject to call-in during major outages or emergencies and is expected to report to work during periods of inclement weather. Position requires occasional overnight travel.

Starting Salary: \$19.90-24.87/hour

Application Requirements: Submit completed application to:

Haywood EMC	NCWorks Career Center
Human Resources Department	1170 N. Main Street
376 Grindstone Road	Waynesville, NC 28786
Waynesville, NC 28785	

Internal candidates must submit Request to Transfer form, resume and cover letter to the Human Resources Department.

Application Deadline: Friday, March 20, 2020

Haywood EMC is an Affirmative Action and Equal Opportunity Employer.

All qualified applicants will receive consideration without regard to color, religion, sex, sexual orientation, gender identity, national origin, age, disability or veteran status. Pre-employment/post-offer physical exam, drug screen and criminal background checks are required. Haywood EMC participates in the federal E-Verify program.