



Alpha Q, Inc. is seeking a responsive, highly productive IT professional who can provide support to our company in order to ensure continued success.

Essential Duties and Responsibilities of the position to include, but not limited to:

- Manage the day to day ERP activities to help us drive efficiencies in our business.
- Support the company in IT-related issues that might come up and advise about potential fixes or efficiency controls.
- Write procedures when needed

Our ideal candidate will have the following skills and abilities:

- Excellent attention to detail
- Must be able to work well independently and in a team environment
- Ability to fill multiple roles simultaneously
- Proven track record of maintaining IT structural integrity
- Ability to follow verbal and written instructions and have good communication skills.

Education & Experience Required:

- Bachelor's Degree in Information Technology, computer science or related field required
- Strong skills with SQL commands, database structures and SQL reports
- Experience or knowledge of ERP systems
- Database report writing experience, Crystal Reports & SSRS reports a plus
- Excel knowledge including but not limited to formulas and macros
- Microsoft Access knowledge including but not limited to Access database structure and programming
- Other programming language skills (C or C++) and Visual Basic is preferred, .NET and or Java is not required but a plus
- General knowledge of PC's and network hardware to assist with day to day maintenance
- Minimum 3 - 5 years of experience in an IT position is preferred.

Compensation: We offer a very generous compensation package and our benefits package includes, health, dental, 401K plan, vacation, and life insurance.

Hours: Standard office hours are 8:00 a.m. – 5:00 p.m., with an hour lunch.

Please visit www.alphaqinc.com to learn more.

If you feel you are the right fit for the position, please send a current resume and cover letter with salary requirements to lgayton@alphaqinc.com

It is the policy of Alpha Q, Inc. to ensure equal employment opportunities to all qualified persons without regard to race, gender, religion, age, national origin, disability, qualified veteran status, or other protected class status.