Job Opportunity: BB&T

Line of Business: FG-FUNDS MANAGEMENT

Job Category: Office / Administrative / Client Service

Primary Purpose: Responsible for on-going support of the InTrader application to bank (Unix Support), non-bank (SunGard) departments and end-users (Funds Management Group). Assist in the design, development of reporting solutions, implementation of operational enhancements/automation and includes the daily support of several applications/databases.

Essential Duties and Responsibilities: Following is a summary of the essential functions for this job. Other Duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

1. Application & Database Support
   a. Assists in writing Progress programs or scripts, writing queries, and creating reports.
   b. Assisting end-users in learning and becoming acclimated to InTrader and the functionality and application of writing and performing queries for data analysis and reporting.
   c. Assist in the development of reporting solutions to include importing and exporting data from various applications.
   d. Recommend automated solutions to increase efficiency of operational functions.
   e. Maintain system procedure documentation.
   f. Corresponds with BB&T's Unix Support Group and SunGard's Remote Systems Management (RSM) services.
   g. Participate in the design, testing, and implementation of new or enhanced systems and applicable interfaces and associated hardware and software.

2. Performance Monitoring & Productivity Enhancements
   a. Monitors test and production environments (user interface screens and databases) to ensure quality and integrity of database structuring and files.
   b. Review automated processes and suggest improvements whenever possible.

3. Change Management & Problem Resolution
   a. Provides support for detecting, reporting, and correcting problems encountered with InTrader application and related software (Progress 4GL Programming Language & Progress Results and HP UX (Unix) operating system.
   b. Assists in scheduling and testing new releases, applications and supporting software.

4. Disaster Recovery
   a. Assists in disaster recovery testing.
b. Assists in preparation of test data, analysis of test results, and verification of test results.

5. Capacity Monitoring and Management
   a. Monitors usage of Funds Management Systems databases and test databases.

6. Miscellaneous
   a. Perform work on special projects in the general areas of problem identification and resolution, performance and productivity improvement and quality enhancements.
   b. Perform other duties as assigned by the Funds Management Group Manager.

**Required Skills and Competencies:** The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. BS Degree or five years of job related experience or equivalent education and related training.
2. Strong computer and technical skills.
3. Working knowledge of database management and programming.

**Desired Skills**

1. Familiar with Unix.
2. Working knowledge of the InTrader System.
3. Working knowledge of Progress and Progress Results.
4. Strong analytical skills.