

Job description: MIS/IT Manager

Immediate Opening

Will manage the Company's day-to-day hardware and software support services across a broad range of platforms. Software environments include integrated MIS (MRP/Sales/Accounting), Website, Intranet, Security, and VOIP.

Primary daily duties include providing and managing technical support for company supported applications and hardware such as HTML/Cold fusion, VMware, Linux (Ubuntu) VOIP Telephony, Windows servers, SQL, System servers, desktop PC's, and mobile devices.

The IT Manager serves as the primary point of contact for information technology users. Additional responsibilities and tasks for this position will be flexible and determined, by experience, aptitude, and qualifications.

Principal Job duties include:

- Troubleshoot hardware, application software, network problems, and maintain detailed records of symptoms and steps taken to resolve in a database. Appropriately escalate infrastructure related issues to Company President.
- Maintain IT strategies by researching, suggesting, and implementing solutions.
- Install hardware and manage software upgrades of desktop PC software.
- Create and maintain documentation for the use of IT systems and software upgrades.
- Develop, implement, and update security standards, procedures, and guidelines for multiple IT platforms.
- Collaborate with the Human Resources for user account creation, access and termination.
- Oversee IT orientation for all new company employees.
- Maintain current and accurate inventory of technology hardware, software and resources
- Proactively identify and suggest opportunities to evolve and improve the IT support systems with an emphasis on maximizing end user productivity and return on investment.
- Function as the Company's sole technical resource including server room systems, access control systems, and security camera systems.
- After hours on-call responsibilities.
- Establish and maintain regular written and in-person communications with the organization personnel, department heads and end users regarding pertinent IT activities.

Preferred qualifications include:

- 2-3 year Linux server experience (Ubuntu)
- Minimum three years of experience of hands on IT activities in a fast moving environment.
- (Linux) Active Directory Experience
- Familiarity with Virtual Machines such as VMWare

The successful candidate will possess the following knowledge and abilities:

- Must be a people person that is driven by "Customer Satisfaction."

- Must have the ability to quickly research and self-educate on new information, technologies and methods.
- Must have strategic critical thinking skills
- Must be detail oriented and comfortable in a fast-paced, rapidly changing work environment requiring the ability to prioritize and multi-task.
- Must be able to work independently with minimal oversight as well as in groups with differing technical backgrounds.
- Must have good oral and written communication skills.
- Must be able to regularly complete IT operations and project within established timelines.
- Must have thorough understanding of organizational goals and objectives.
- Must have knowledge of applicable data privacy practices and laws.
- Must be highly self-motivated.

Work Hours: 7-4 or 8-5 M-F

On call after hours in case of system failure.

Some weekend or after hours work will be required for maintenance.

Benefits (not all listed):

Paid personal time of 3 weeks

Paid Medical and life insurance

Compensation: DOE

Send resumes via email to: hr@mav.com