

# IT Manager

## About the Job

### IT Manager

Rapidly growing company searching for an individual to help us continue our philosophy of using technology as a competitive advantage. Individual will be responsible for maintaining the integrity and operation of our technology infrastructure, including servers, desktops, laptops, mobile devices, and telephony. Individual will also bring to completion our software project backlog and spearhead several diverse new IT projects

### Job Description:

#### Oversight & Administration of:

- Network infrastructure, communications, servers, and network equipment
- User accounts, AD groups, mailboxes, and access permissions
- On and off site backups
- Corporate security
- Software/hardware upgrade projects
- Third party providers for inventory posting and ecommerce
- User support issues
- Third party hardware & network administration providers

Individual will also serve as liaison for our website providers & marketing group.

#### Oversight of Custom Software

*Programming not required, but knowledge of available languages (i.e. VBA, ASP, PHP, mobile tools, etc...) and benefits to each helpful.*

- Assist in selection of 3rd party programmers. We have a wide array of custom programs in Microsoft Access, VBA, ASP, and Visual Basic. We will need to enhance and update these on a regular basis, and be sure we're achieving maximum benefit for our users.

Individual will be responsible for successful Testing, Deployment, Troubleshooting & Support

#### Provide Optimum User Experience

We pride our organization on making our users' jobs as easy as possible. As such, individual will:

- Provide Group and One on One Training sessions
- Continuous Review of Applications
- Setup, Test and Deploy Updates
- Improve Efficiency And Workflow
- Attend User Conferences

#### Qualifications:

- A thorough understanding of business operations & principles, cost & profit centers
- General Network administration and security experience in a Windows environment
- Proficient in client / server network software deployments, updates, support, and troubleshooting
- Knowledge of Windows Server products and operating systems
- Working knowledge of Exchange Server and MS Outlook
- Server support, including file servers, SQL servers, Exchange servers, FTP servers, web servers (IIS), domain controllers
- Experience with remote access solutions: VPN and Windows Terminal Server a plus
- SEO understanding a big plus
- Ability to work in a fast-paced environment and manage priorities with minimal supervision
- Strong problem solving and communication skills
- Ability to lift 50 lbs. unassisted

- Friendly Personality

To be considered, submit cover letter and resume with salary requirements. We are conveniently based in Turnersville, NJ. EOE. No recruiters or phone calls please. We regret due to the level of interest, we may not be able to respond individually to each submission.