



**Position Title: *Information Technology Specialist***

**Position Definition:** This is a professional office position that will be responsible for building and maintaining technology systems for multiple companies, as well as researching and implementing new technologies that will increase the professionalism and efficiencies of business functions. The information technology specialist must be self-motivated and extremely trustworthy with confidential information.

**Position Qualifications**

- Associate or bachelor's degree and a passion for using technology in business is required.
- Proficient computer skills in multiple software systems.
- A strong interest in web design, html, php programming.
- Excellent communication and interpersonal skills.
- Extremely organized and detail-oriented multitasker who works well in a fast-paced environment.
- Good problem-solving skills, ability to meet deadlines, and adapt to changing priorities.
- Honesty and integrity are a must and the highest level of confidentiality is essential.
- Effective team player with the capability to manage projects independently.

**General Duties and Responsibilities**

- Provide general IT support for Windows operating system.
- Manage Windows Server (Hyper-V).
- Maintain ongoing support and development for proprietary applications.
- Ensure safety and security of companies' information by establishing technology security systems and policies.
- Make certain all workstations and printers are uniform, functional, and efficient.
- Software installation and maintenance.
- Set up and maintain smart phones, tablets, and app systems to share information & improve company efficiencies.
- Implement technology upgrades as needed.
- Monitor surveillance system.
- Provide management with recommendations for IT upgrades and requirements.
- Maintain a very professional company image.

