

We are looking for a business and information professional with intermediate skills. This person must be able to help us maximize the potential of information technology and systems. An understanding of SEO and Social Media, especially how these can improve a company's market profile, is essential

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**Job Title:** Information Technology & Systems Specialist

**Job Summary:**

- Assist the business in using technology to maximize process efficiency and market profile.
- Manage the resulting implementation projects.
- Coordinate activities of contract service providers.

**Primary Duties and Responsibilities:**

- Ensure the company's technology infrastructure supports and promotes the corporate strategy and objectives.
- Work with the Leadership Team to identify opportunities for progress
- Collect information to analyze and evaluate existing system, work with vendors to maintain and improve
- Analyze and evaluate business procedures or problems to define data processing needs
- Research and recommend hardware and software development, purchase, and use
- Within a team, engage in website development best practices and work towards implementation of current standards.
- Maximize search engine optimization for the company website by overseeing the activities of the contracted service provider
- Work with contract designers to maintain company website ensuring information is current and accurate
- Maintain strong working knowledge of Social Media disciplines and integrate within business processes, and stakeholder communication.
- Coordinate helpdesk level support to users from contract provider. Be able to provide support for time sensitive issues.
- Record and maintain hardware and software inventories, site and/or server licensing, and user access and security
- Maintain confidentiality with regard to the information being processed, stored or accessed by the network
- Continually update knowledge of and maintain current & future IT infrastructure and applications

**Academic/Educational Requirements:**

- Degree or Certification in business, information technology, information management, computer engineering or computer science

**Required Skills/Experience:**

- Understanding of Business decision making processes
- Above Intermediate Internet and Social Media knowledge
- 3-5 years relevant work experience required
- Project Management skills
- Excellent logical, problem solving and organizational skills
- Above average proficiency in Microsoft suite of Software applications

**Working Conditions:**

- Working conditions are normal for an office environment. Occasional overtime or weekend work may be required.