



Job Description IT Manager

Department: IT

Is Managed By: Vice President of Finance

Job Title: IT Manager

Position Overview:

The IT Manager is responsible for the management of all IT staff (internal/external), managing all IT assets, policies and procedures. This encompasses two distinct sites. The candidate will be responsible for aligning the company processes and information technology systems with the business strategies and goals of the company. The candidate will act as a liaison between technology teams, support teams, and business departments.

Responsibilities:

- Responsible for the managing priorities and workload with 3rd Party IT services provider (Maintech) to ensure functional operation of computer systems and networks. This includes meeting all uptime, recovery, and legal requirements.
- Writing of procedures for all computer related functions
- Assist managers in any and all operations for better management and information flow
- Management of ERP Specialist (position currently open)
- Ensures compliance with IT Audits (internal/external)
- Maintains quality service by establishing and enforcing organization standards. Strong analytical and project management skills required, including a thorough understanding of how to interpret business needs and translate them into application and operational requirements.
- Proactively communicate and collaborate with external and internal customers to analyze information needs and functional requirements and deliver operational results
- Critically evaluate information gathered from multiple sources, reconcile conflicts, and distinguish user requests from the underlying true business needs.
- The IT Manager manages and maintains the Epicor ERP system and is responsible for managing, maintaining and customizing Epicor v10 and supporting systems of the software.
- Implement systems and process-based business solutions
- Successfully engage in multiple initiatives simultaneously.
- Work independently.

Basic Requirements:

- Strong problem solving and negotiating skills
- Proven working experience as an IT manager or relevant experience



- Excellent knowledge of technical management, information analysis and of computer hardware/software systems
- Expertise in data center management and data governance. Epicor ERP experience a plus.
- Hands-on experience with computer networks, network administration and network installation
- Bachelor's in Computer Science or equivalent MIS degree with five years working in the information technology field.
- 5+ years of experience with SQL server, application implementation and reporting experience with Crystal, SSRS, SQL
- Ability to multi-task, work under pressure and meet deadlines required.

Preferred Qualifications:

- Highly motivated self-starters with a desire to win
- Comfortable with being held accountable for results
- Capable of performing multiple tasks
- Expert at motivating both internal and external personnel in a demanding emerging market and organization model
- Have a creative and entrepreneurial spirit, and demonstrate leadership skills
- Possess strong organizational and time management skills
- Strong problem-solving skills and multi-tasking skills

Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, reach with arms and hands, climb stairs, stoop, kneel, crouch, talk or hear. The employee must occasionally lift and/or move up to 30 lbs.

Work Environment:

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time and an air-conditioned and heated office. The noise level is occasionally high.

Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Avionic Instruments is an Equal Opportunity Employer and encourages the application of female, minority, disabled and veteran candidates. Due to the potential for exposure to ITAR controlled data, the incumbent in this role must be a US Person (US Citizen or US Permanent Resident). Interested candidates should submit their resume and salary requirements.