



Job title	<i>Information Technology Specialist</i>
Reports to	<i>Manager</i>

Position Summary

The IT Specialist is responsible for implementation, monitoring, and maintenance of IT Systems. IT Specialist will include multi-disciplinary work across multiple specializations, network analysis, system administration, security and system analysis.

Duties and Responsibilities

- Provide help desk support to company employees in a 24/7 environment.
- Monitor health of the network and infrastructure.
- Update systems, ensuring all workstations are patched with correct software monitoring tools installed and monthly server patching. Report on health of overall network each month.
- Purchase hardware to support infrastructure and employees.
- Setup and support workstations
- Update IT Asset inventory list.
- Update network and infrastructure documentation.
- Maintain Meraki Cisco equipment
- Maintain backups in Azure
- Provide support to software solutions
- Assist and learn from IT Director

Qualifications

- Self-directed and self-aware with an approach focused on teamwork
- Adept at setting priorities and effectively managing their time
- Comfortable working in a fast-paced work environment.
- A creative problem solver
- Excellent Communication Skills
- Servant Leader
- 3 or more years of IT industry experience with an emphasis on using IT to deliver competitive advantage in a manufacturing setting
- Azure experience a plus
- Cisco certification a plus
- Experience with ERP/WMS a plus
- Associates/Bachelor's Degree in Computer Science or related field
- Strong written and interpersonal communication skills
- Ability to successfully negotiate with vendors

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Benefits

- Competitive Salary
- 401K with matching contributions
- Vacation
- Insurance (Health, Dental Vision)
- Bonus Plan
- Partial Gym Membership

Why Hudsonville?

We take pride in offering benefits that are competitive. Here at Hudsonville, we offer a first-class work environment with a real family feel to it. We appreciate our employee's hard work, dedication, and passion. That is why we provide a comprehensive set of benefits and options designed to fit our employee's needs. We also value continuous learning and offer many opportunities for off-site training.

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>