IT Manager

The primary job of the IT Manager is to plan, monitor, and maintain the IT infrastructure at Allen Engineering Corporation based on organizational goals and objectives. Allen is looking for an individual who works well as part of a team and takes a strong customer service approach when dealing with the department's "customers", fellow employees. The qualified candidate will be able to manage our company's WAN and LAN while looking for opportunities to grow the network in a cost-effective way to meet future needs.

Job Responsibilities

- Managing the maintenance and installation of all computer hardware including desktop computers, printers, handheld devices, and servers.
- Responsible for the purchase of all software as well as installation, licensing, and maintenance of those products.
- Responsible for the maintenance of the security camera system, phone system, and data cable infrastructure.
- Takes measures to ensure the security of data within the organization and recommends strategies, policies, and procedures to protect that data.
- Coordinates internal software and programming requests with outside employees and vendors.
- Conducts internal audits of installed systems to ensure proper function.
- Maintains quality service within the department by establishing and enforcing organizational standards. Contributes to the team effort by helping to accomplish all tasks requested in a timely manner while providing direction to the IT Staff.
- Accomplishes financial objectives by researching and recommending technology solutions to fit within the departmental budget and reporting the results to senior management.
- Oversees and determines timeframes for major IT projects including system updates, upgrades, migrations and outages.

Qualifications

- Bachelor's Degree in Computer Science or a minimum of three years' experience coordinating and installing computer systems and peripherals in a Windows environment.
- Advanced skills with Microsoft Office and Microsoft Windows Server management.
- Ability to work independently as well as in a team environment.
- Able to manage projects and complete tasks within an agreed upon timeframe.
- Experience supervising staff and external contractors.
- The qualified candidate will be highly analytical with a keen level of attention to detail.
- Experience managing IBM Servers is helpful but not required.

Allen Engineering Based in Paragould, Arkansas USA; Allen Engineering Corporation is family owned and our equipment is American made. Far from an impersonal assembly line, our hands-on approach assures a quality product from sheet metal and tubular steel to finished machine.

We offer competitive pay rates, benefits and a great work environment.

Our Core Values:
Safety: Priority One // People: Our most valuable asset // Quality: Our most important attribute // Innovation: Our focus with our products and processes //Teamwork: The way we work and think // Customer/Contractor Focused: Our key driver // Honesty: The only way we do business.