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JOB DESCRIPTION

JOB TITLE: IT MANAGER

Summary: Hands-on management and administration of the company's information technology infrastructure and applications. Provide direct support to on-site and remote staff to solve issues as they arise, support upgrades, and roll out new applications. Generate documentation and training materials as needed. Contribute to the vision and evolution of the tools and procedures to continually improve the operating efficiency of the organization. Coordinate with corporate-level IT staff to continue the move to more common tools, process, and improved information exchange.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Keeping the company's information technology resources up and available to all end-users
 - Active Directory Architecture
 - Windows System Administration
 - Network Troubleshooting
 - Maintain corporate network and interface with ISP
 - Support for scanning, printing and faxing
 - Desktop support (Windows systems)
- Management, backup and recovery of all enterprise servers
- Administration of company e-mail, network security, computer data security, remote access, MS-Exchange
- Tracking software license use/assignment/compliance
- iPhone and Android management and corporate email access
- Support the administrators of department and company wide applications
- Management of Terminal Server
- Documentation of IT functions and processes
- Maintenance of Disaster Recovery Plan
- Compliance with Sarbanes-Oxley

QUALIFICATION REQUIREMENTS:

- 10+ years of related Information Technology Management Experience or equivalent experience
- Microsoft® Certified Solutions Associate or higher
 - Microsoft Exchange Administration
 - Active Directory Conversion and Management
 - Office 365
 - Windows Server Management
- SQL Server
- TCP/IP based Networking Firewalls and VPNs
- NAVision ERP experience a plus