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IT Coordinator

An innovative, expanding, international company rooted in the **Annapolis / Kent Island** area of **Maryland** is looking for a dynamic individual to join the team as an **IT Coordinator** for their Stevensville, Maryland office. As a customer-centric, family-oriented organization, we focus on career-minded individuals searching for their once in a lifetime opportunity to join our winning team! This position will report directly to the **Vice President of Finance**.

Duties and Responsibilities:

- Proactively troubleshoots information system problems and responds to technical “help desk” style support issues among staff
- Develops in-depth working knowledge of commonly used office programs and systems
- Coordinates network issues, technology installation, and projects with IT Consulting firm and Vice President of Finance
- Manages technology licenses, software subscriptions, and technology assets
- Hosts staff computer and IT training as needed
- Installs approved software releases, system upgrades, patches, and software-related compatibility issues as directed
- Assists in completing paperwork and documentation as needed
- Maintains a working knowledge of computer technology, network systems, and standard software and acts as a resource of technical information
- Evaluates and recommends improvements on systems and processes to Management Team
- May be asked on occasion to perform other duties not related to this job description.

Expectations:

- Strong organizational and communication skills
- Ability to multitask, and handle a variety of inquiries with knowledge and tact
- Team Player

Education and Experience:

- Associates Degree
- 2+ years of experience in general IT support
- Excellent computer skills
- Ability to work in a fast-paced manufacturing environment

Benefits & Compensation:

- Salary commensurate with experience
- Full medical & dental benefits, paid vacation & holidays, 401K, plus performance bonus
- Growth opportunities are available