



STOCKMEIER URETHANES

As a specialist within the STOCKMEIER Group, an organization rich in tradition, we have been developing and producing polyurethane systems for industrial and sports applications since 1991.

IT MANAGER

The IT Manager is a key hands-on management position responsible for planning systems infrastructure, security protocols and handling day-to-day IT operations. The manager is highly organized with demonstrated ability to set priorities, effectively troubleshoot and manage network and software systems in a Windows environment.

Compensation: Salary

Benefits Offered: Vision, Medical, Life, Dental, 401K

Employment Type: Full-Time – 8:00a.m. – 5:00p.m.

RESPONSIBILITIES

- Oversee all technology operations (e.g. network security) and evaluate them according to established goals.
- Devise and establish IT policies and systems to support the implementation of strategies set by upper management. Develop a 5 to 10-year IT strategic plan to determine scope and priorities of projects including system capacity and equipment acquisitions.
- Analyze the business requirements of all departments to determine their technology needs. Ensures all users benefit from effective technology, equipment, and efficient internet access; continually assesses needs and requirements.
- Identify the need for upgrades, configurations or new systems and report to upper management. Utilize IT systems to improve service and efficiency with digitization and automation.
- Manage and develop network security and access control maintenance, Active Directory, Wi-Fi. Maintain accurate records of user access including software used, security access levels within software and exception based on their role. (Role Base Access for quick user setup based on position)
- Manage and develop the IT infrastructure – including VMWare, Windows, firewalls, printers/copiers, teleconferencing, audio/visual and phone systems. Maintain technical system documentation and system change logs.
- Manage and develop IT disaster recovery plan including appropriate testing.
- Control the IT capital and operational budgets.
- Manage/Maintain the company's ERP system – Knowledge of Sage. Manage and develop system wide report writing.
- Coordinate training and orientation for new technology users and help them become familiar with equipment, software, mobile devices, and network. This includes creating training and support documentation for end-users.
- Manage inventory of equipment. Work with HR to maintain accurate listing of equipment assigned to employees.
- Provide technical support on equipment, manufacturing automation software, Microsoft Office 365, and other business software. Maintain ticketing system including receiving/resolving/escalating tickets. Maintain accurate records of system files, software and hardware problems and service requirements.
- Work with vendors and consultants to resolve issues as needed.
- Manage and direct IT personnel in completing day to day job responsibilities and project. Responsible for complete performance evaluations.

SKILLS, EXPERIENCE, & REQUIREMENTS

- Undergraduate degree in System Administration, Management Information System, Information Technology, or other computer-related fields.
- Minimum 5 years of relevant IT experience including 3 years as IT Manager or similar role.
- Experience in analysis, implementation and evaluation of IT systems and their specifications.
- Experience with IT policy setting, including SOX, IT auditing skills, and has the expertise to deal with a variety of technologies and customers.
- Experience with application and operating system hardware, vulnerability assessments, security audits, TCP/IP, log monitoring, intrusion detection systems, etc.
- Sound understanding of computer systems (hardware/software), networks etc.
- Experience in controlling information technology budgets.
- Excellent organizational and leadership skills.
- Working knowledge of Microsoft Office 365 products, Microsoft Windows operating systems, Windows networking components including Exchange, AD, file and print services, VPN, remote desktop, multi-factor authentication.
- Experience with Crystal Reporting, SQL queries and scripting languages highly desirable.

Continued →



STOCKMEIER URETHANES



- Knowledge of Sage, ERP, and relational databases would be beneficial.
- Strong analytical skills and the ability to analyze and resolve problems
- Strong customer service skills with ability to interact with all levels of personnel from administrative and technical to high level executive management
- Ability to work on a team as a member and leader
- Excellent communication, task completion, and follow-up required
- Excellent capacity for task prioritization and delegation necessary
- ALL CANDIDATES MUST UNDERGO AND PASS DRUG SCREENING AND A REFERENCE SECURITY CHECK.

Send Resume and Cover Letter To:

STOCKMEIER Urethanes USA, Inc.

Attn: Paula Thorn

20 Columbia Boulevard Clarksburg, WV 26301-9606

T: +1 304 624 7002

F: +1 304 624 7020

E-mail: p.thorn@stockmeier.us.com

www.stockmeier-urethanes.com