



Job Title: IT Specialist
Department: Corporate Administration
Revision Date: 12/13/18

Position Overview

This position functions as our Information Technology (IT) department. This is a fantastic opportunity for a professional who thrives in a busy work place, and can work closely with senior management.

Our family of companies, functioning under FLASH, the parent organization, employs 200-250 people. All corporate functions come through our office in Green Lake. Most of our organizations operate 24/7/365. Our 100+ truck fleet operates out of five main terminals throughout the Midwest. In addition, we operate Transload Solutions, a transload service company in West Virginia; a sand mining and processing plant in Texas, and a grocery store in Wisconsin. Established in 1984, FLASH is a family business, in its second generation of leadership.

Essential Job Functions

- Lead our IT department, providing support to all companies
- Provide daily IT and desktop operational support
- Perform daily operations for desktop and site support services to include desktop deployment, software deployment, network, servers, and printers
- Monitor and maintain network administration, including the review of system logs and antivirus deployment
- Develop custom reports, dashboards and other reporting tools
- Ensure proper and complete backups for recovery of all servers and databases
- Monitor, maintain and provide support for the company software systems to ensure the systems are up to date and all security measures are in place
- Participate in IT projects to ensure operational readiness
- Travel up to 25% as required
- Perform root cause investigations and troubleshoot local server, software, and hardware issues
- Drives adoption of best practices companywide for the installation of new technical tools, products, systems and operating technologies
- Support phone systems for each location including cell phone administration
- Support the company's strategic plans

Skills

- Bachelor's or Associate's Degree in Information Technology, Computer Science or related field
- Minimum 5 years of Information Technology experience with strong report writing skills
- Strong interpersonal and communication skills
- Self-motivated and self-directed; strong organizational and time-management skills
- Ability to work closely with a senior management team

* The above list is not an all-inclusive list of duties and/or requirements. You will be expected to perform various tasks as required by the customer. As business objectives changes, so too may your duties.