



IT Specialist

ABOUT US:

Smartrend Supply Ltd., established in 2004, is a leading manufacturer of customer-specific components and assemblies for transportation and general industrial applications. In 2018, First Light Safety Products was created as a subsidiary of Smartrend Supply Ltd. First Light, an innovative and progressive organization, incorporates LED technology into essential safety indicators to improve the visibility of school buses, thus increasing the safety of drivers and passengers of buses and other motor vehicles. Both organizations share a 29,000 sq ft, state of the art manufacturing facility.

SUMMARY:

The **IT Specialist** is a detailed professional who has strong problem-solving skills and able to work under pressure and time constraints. The IT Specialist will support, maintain, and administer various IT systems used by the organization and support staff with their IT needs.

DETAILED DUTIES AND RESPONSIBILITIES:

- Assist in the administration of Microsoft Office 365 including account, SharePoint and Microsoft Exchange management.
- Assist in the administration of ERP/MRP tools including NetSuite, Odoo, and Sage.
- Assist in the configuration and the maintenance of onsite network equipment.
- Assist in the configuration and the maintenance of onsite Windows and Linux based servers and virtual machines.
- Assist employees with all IT needs from system access to equipment support.
- Support, monitor, and train staff with ongoing cybersecurity initiatives.
- Troubleshoot, diagnose, and solve cloud software systems problems.
- Troubleshoot, diagnose, and solve cloud and network support problems.
- Establish backup and recovery policies and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Degree or diploma in Computer Science, Engineering or Information Technology, or equivalent.
- Knowledge of Microsoft server and application products.
- Knowledge in use and administration of Linux based systems.
- Strong interpersonal skills.
- Strong problem-solving abilities.
- Ability to prioritize and manage multiple projects simultaneously.
- Ability to work well under pressure and under tight timelines.
- High level of organizational skills, detail oriented, and analytical.
- An energetic, diligent work ethic and able to work with little supervision.

Share with us your talent, drive, and entrepreneurial spirit and we will provide a creative and supportive environment, where valuable contributions are rewarded and celebrated with professional growth, job satisfaction, and an attractive total compensation program. We offer a benefits package to our employees including:

- Group Insurance Plan
- Paid Vacations

We would like to thank all applicants who apply, however, only those selected for an interview will be contacted.