Harbor (logo)	Harbor, a full-service consulting service for engineering, environmental and safety compliance and systems development firm based out of Little Rock, Arkansas, has been serving clients locally and nationally since 2007. Specializing in turnkey compliance management systems, Harbor affords our clients the ability to focus on their business goals and maintain a commitment to the environment and the health and safety of their employees. Ultimately, everyone at Harbor is dedicated to the like-minded cause of affecting positive change in business practices that create greater profitability for our clients and increased sustainability for our shared environment.

Position Title:	IT Technician	**Date:**	February 9, 2020
Location:	Little Rock, AR	**Department:**	Systems
Employment Status:	Non-Exempt	**Employment Type:**	Regular Full-Time

Purpose:

Improve the operational systems, processes and policies in support of organizations mission -- specifically, support overall infrastructure of Harbor computer systems to enhance ease of accessibility and reliability, better management reporting, information flow, business process and organizational planning.

Essential Functions *include but are not limited to*:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage overall office system operations including:
  - Server Administrator
  - Software Administrator (Anti-Virus, BillQuick, Quickbooks, Websuite and others as appointed)
  - Audio Visual Needs
- Develop, maintain, and streamline IT operations and procedures in direct relation to systems (i.e. develop internal help desk, intranet, etc)
- Recommend and implement necessary technology for company to meet growing needs of business and clients
- Provide first level response to general computer issues (i.e. connectivity issues, redeployment of computers to users)
- Develop and maintain software and computer inventory and budgeting for future replacements
- Identify areas for systems improvement and implement change
- Subject expert with Cloud, BillQuick and Websuite - assist in employee training
- Responsible for assisting in special projects for client assistance in technology/database
- Perform other business-related operational duties as directed
- Organized and desire to learn and build on software developer skills in SQL, Business Intelligence Tools (BI) and other programing languages.

Required Knowledge, Skills and Abilities:

- Bachelor's degree preferred, but will consider candidates with practical experience.
- Demonstrated understanding of business and business strategy and the ability to apply management process and tools to support strategic business objectives
- Demonstrated ability to work effectively with all levels of an organization
- Proficiency in Microsoft Office Suite programs and general understanding of Server functions
- Working knowledge of Azure based server, some programming knowledge such as SQL or VBA
- Excellent organizational and communication skills
- Must be able to manage multiple priorities, and make sound decisions
- Self-managing, multi-tasking, and team orientation

Annual Salary Range:	Based upon experience	**Manages Others:**	No
Degree:	Bachelor's degree preferred	**Years' Experience:**	2-5
Benefits:	Health, Dental, Vision, STD, LTD, Life, Cancer, 401k, Vacation, Holidays	**Other:**	NA