

# IT MANAGER

## Job Type: Full-Time Employment

Summary Overview: An IT Manager is a professional who ensures that all employees have the technology they need to get their job done, from a reliable laptop and VPN access for remote workers who can't be reached otherwise, to up-close coordination with other departments like HR or finance so data is secure.

## Essential Functions:

- Managing information technology and computer systems
- Controlling and evaluating IT and electronic data operations
- Managing IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance

## Education:

BS in Computer Science, MIS or similar field

## Day-to-Day Responsibilities:

- Design, develop, implement and coordinate systems, policies and procedures
- Ensure security of data, network access and backup systems
- Act in alignment with user needs and system functionality to contribute to organizational policy
- Identify problematic areas and implement strategic solutions in time
- Audit systems and assess their outcomes
- Preserve assets, information security and control structures
- Handle annual budget and ensure cost effectiveness

## Skills:

- Proven working experience as an IT Manager or relevant experience
- Excellent knowledge of technical management, information analysis and of computer hardware/software systems
- Expertise in data center management and data governance
- Hands-on experience with computer networks, network administration and network installation
- Ability to manage personnel