TITLE: Information Technology Generalist

DEPARTMENT: Finance/Administration

LOCATION: Parsons, KS

REPORTS TO: CFO

POSITION DESCRIPTION

Ensures Magnum Systems' everyday information technology activities run smoothly through the researching, planning and implementation of strategic solutions, report writing for ERP and related software systems, integration of services and programs, and managing relationship with IT contract organizations. This position requires a high demonstration of expertize and clear communication, ERO application knowledge, report writing, CRM integration, general computer operating systems, research, and application. This position will work closely with the CFO, CEO, Director of Sales, Directors of Operations, and Director of Engineering. Relies on extensive experience and judgment to plan and accomplish goals, implement strategic projects, and promote open communication in line with Magnum Systems' strategic initiatives. May lead and direct work of others (internal and external). A wide degree of creativity and latitude is expected and should be encouraged within and between departments. This position will be initially located in Parsons, KS and candidate must be willing to travel between plant locations in Parsons and Kansas City. Reports to the Chief Financial Officer.

DUTIES & RESPONSIBILITIES

- Maintain information technology strategies through consultant management, training, and researching/implementing technological strategic solutions.
- Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technology.
- Evaluates, assesses and enhances the systems needed to support ERP applications.
- Ensures other software can be fully integrated into the ERP system.
- Researches, recommends, and implements new modules to enhance system performance within budget constraints.
- Responsible for CRM system integration and development.
- Ensures all functions of CRM system effectively work with all other applications and operating systems.
- Familiar with a variety of field concepts, practices, and procedures.
- Evaluates, designs, refines, and implements reporting systems to meet business goals.
- Diagnose, troubleshoot, and document related problems with assistance and support of vendor/consultant.
- Stays ahead of technology trends, reports, and updates. Is able to guide management to the right solutions.
- Analyzes, evaluates, and implements software upgrades.
- Responsible for maintaining the ongoing reliability, performance, management, and support of the information systems.
- Serve as ERP system administrator, assigning and controlling access levels of users.
- Understands all aspects of the ERP system from infrastructure to how each department uses the system.

IMPORTANT QUALITIES

- Critical thinking skills. Able to proactively identify needs, predict obstacles, assess solutions, and communicate importance of accountability.
- Interpersonal skills. Must work closely with other departments, employees, customers, executive team, and vendors. Listening and providing an environment for open communication from all levels is critical.

THE PEOPLE, PARTS AND SYSTEMS THAT KEEP THE LINE MOVING.

- Detail Oriented. Understands everything leaving our facility is a representation of the employees, company, and reputation. Must have concept of "big picture" when it comes to internal changes of policy or procedure.
- Continuous education driven. Looking to improve every day and leading by example.
- Maintains a high level of confidentiality.

EXPERIENCE/KNOWLEDGE

Minimum of BA/BS Degree in computer science, information systems, or a related field. A combination of work experience and certifications may be accepted as equal. Experience with M2M (or compatible ERP), Salesforce (or compatible CRM), Office, Cloud Based Database, Email, Adobe, CAD /Inventor vault integration a plus. Project Management skills and understanding how to manage priority levels of multiple stakeholders in a complex environment while delivering results in a timely manner are important. Experience working with outside vendors a plus.