



## Position Announcement

### Information Technology Associate

Join [Orange EV](#), a fast-growing manufacturer of electric vehicles that are better for the earth, people and the bottom line. Make a difference for the world as part of a company leading the electric vehicle revolution.

### Position Summary

Be the tip of the spear for staff service needs in a rapidly growing company. Plan, establish, and manage IT projects including software and hardware installation in support of the company's growth.

### Position Responsibilities

- Manage IT projects to ensure adherence to budget, schedule, and scope of project
- Set and track project milestones and hit deadlines and communicate expectations
- Perform equipment installations and upgrades (routers, servers, PCs, printers)
- Manage backup solutions for both on site and cloud based solutions
- Ensure updates, upgrades, and other maintenance tasks (PC and Network accounts)
- Select and use correct fit for purpose tools (patch management, antivirus, asset tracking)
- Responsible for security (passwords, intrusion, training, compliance)
- Create and be the keystone of a top performing help desk for office and remote employee personnel
- Help set up and maintain office IT procurement policies and procedures
- Assist departments in researching and selecting appropriate and correct software systems (payroll, equipment)
- Comfortable navigating business software such as engineering AutoCAD, service applications, and 3<sup>rd</sup>-party software
- Assist with ERP implementation and maintenance
- Work with HR to perform setup, maintenance, and disabling of users
- Create and document Standard Operating Procedures for companies IT program

### Position Qualifications

- Bachelors' degree preferably in computer or information science-related field
- At least three years' experience
- Experience migrating data between servers
- MS Active Directory and server management experience
- Organized with attention to detail and ability to manage multiple projects and tasks
- Top analytical, logical thinking, and problem-solving skills
- Excellent verbal and written communication skills
- Ability to communicate complex IT items to employees in an easy-to-understand manner
- Thorough understanding of information technology procedures and practices
- Proficient with Microsoft Office Suite
- Knowledge of PC and Mac

### Ideal Candidates Will Also Have

- Masters' degree
- Experience with Linux, Microsoft and Apple operating systems
- ETL experience (Nifi, Boomi, or CloverDX)
- Software development experience (Microsoft visual environment)

*Orange EV is an Equal Opportunity Employer and seek diversity in candidates for employment.  
EEO Employer W/M/Vet/Disabled/Sexual Orientation/Gender Identity*