

Experior Laboratories, Inc.
1635 Ives Ave, Oxnard, CA 93033
Ph: 805-483-3400

JOB DESCRIPTION

Title: Information Systems Manager

Reports To:

Technical Director

Work Hours:

Regular full time.

Job Duties

- Advise management with strategic software and information systems solutions in support of ongoing business objectives
- Manage information technology and computer systems
- Plan, organize, control and evaluate IT and electronic data operations
- Design, develop, implement and coordinate systems, policies and procedures
- Ensure security of data, network access and backup systems.
- Evaluate and implement data security requirements set forth by clients/customers
- 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 and hardware
- Handle annual budget and ensure cost effectiveness
- Perform system maintenance on the file server (run and organize backups, onsite and/or remote)
- Computer hardware maintenance, installation, and selection
- Establish, maintain, implement disaster recovery plans

Requirements (Special Knowledge, Education, Ability and Skills)

- Experience in working with file servers (Microsoft Server, Exchange, Sharepoint)
- Experience in working with file and data backup mechanisms and data storage
- Knowledge in file and data protection schemes, network security, firewall, and data encryption.
- Experience in network protocols, TCP/IP, VPN, Remote Desktop configuration
- Experience in cloud server and storage technologies (desired)
- Exhibit diligence in executing work instructions (must have)
- Must be a proactive problem solver
- Must be able to follow quality policies and procedures
- Must show proficiency in use of popular computer software products (Microsoft Office, etc)
- Must work well in a team environment
- Must have 10+ years of experience
- Education: Minimum of associates degree in computer science or relevant field required
- US Citizenship or US Permanent Resident Status Required

Applications

Applications MUST be submitted through the Experior Labs website and must include a cover letter.
Please visit the following site to submit your application.

<http://www.experiorlabs.com/careers>

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