

IT Specialist

Role: IT Specialist for a small engineering services firm
Company: Biomechanics Consulting and Research, LC (dba Biocore)
Location: Charlottesville, VA
Compensation: Compensation will be competitive and commensurate with experience

Essential functions of this opportunity: This position reports to the Operations Manager and provides the underlying information technology support to enable the company to successfully conduct day-to-day operations and to expand capabilities through integration of innovative technologies.

The IT Specialist will have experience in the following areas:

- Network infrastructure and architecture
 - Review diagnostics and assess the functionality and efficiency of systems
 - Work with team leaders and senior management to integrate new systems and technologies
 - Maintain servers, cluster computers, firewalls, routers, wireless access points, and VPN
 - Maintain Microsoft 365 email system
- PC maintenance and management
 - Troubleshoot and maintain company laptop and workstation computers with Windows and Mac operating systems
 - Install software and hardware, as needed
 - Provide technical specifications and suggestions for incorporation of new systems
- Security
 - Maintain and monitor security of company network and systems
 - Operate and maintain video surveillance and physical security access systems
 - Ensure systems are compliant with client security requirements
 - Provide security training to employees and consultants

The successful candidate will possess the following qualifications:

- Demonstrable experience in the above listed areas
- Extensive understanding of Mac OS and Windows OS
- Proficient in Microsoft core technologies including Windows Server, Active Directory, IIS, SQL, SharePoint, Outlook, Office 365, and Teams
- Bachelor's degree
- Excellent planning and coordination skills with multiple teams
- Excellent verbal and written communication skills
- Strong analytic and critical thinking skills
- Highly flexible and adaptable
- U.S. Citizen or Permanent Resident only

Preference given to candidates with:

- Small company or lab-based experience
- Experience in cloud technologies such as AWS
- Facility structured wiring installation and maintenance
- Experience with video capturing equipment
- Linux experience
- Website development and maintenance experience using WordPress

Send resume and cover letter with references to Admin@BiocoreLLC.com for consideration. The subject line should read "IT Specialist position"