

Position Available

“Information Technologies Manager”

Posting Date: July 7, 2011
Pay Grade: S-7
Division: Operational Support
Department: Information Technologies
Position Type: Full Time Salaried
Reports To: Vice President of Operational Support
Supervises: Up to two associates, Computer Technician and/or Network Technician

J&J Foods is seeking a motivated and trustworthy individual to fill the position of Information Technologies Manager. The IT Manager is responsible for essentially all of the company’s technology related hardware, software, and equipment. Some areas of responsibility include point-of-sale equipment, back-office pricing software, office productivity applications, in-store wired and wireless networks, voice communications systems, and cell phone support. The job requires on-site technical support and repair as well as remote access for solving software and hardware technical issues.

Beyond the technical responsibilities, the IT Manager is responsible for providing the vision for leveraging technology to serve customers. The IT Manager will lead and supervise one to two part-time associates who provide help-desk services and assistance with software and equipment maintenance/installation. In addition, the IT Manager has responsibility for selecting vendors, purchasing equipment, and recommending maintenance contracts related to store technology.

The position demands integrity and confidentiality. The company seeks a technically skilled, diplomatic, highly motivated individual with good communication and organizational skills. This full-time, hourly position averages approximately 35 hours of work per week and a typical schedule includes 5 out of 7 days.

Education and Experience:

- B.S. (or higher) in Computer Science, Information Systems or related field
- 3+ years experience supporting networks and systems
- Management experience preferred

Technical Skills

- Ability to use applications in the Microsoft Office Suite at the Intermediate level or above
- Functional familiarity with: DOS, Windows NT, Windows 2000, Windows Server, Windows XP, Windows Vista, Windows 7, Symantec Backup Exec, TCP/IP protocol, TelNet & VPN, SQL Server, Visual Basic & Internet technologies including XML, HTML, scripting, .NET Framework & Trend Micro.
- Familiarity with IBM 4690, ACE POS, and BRData, preferred

To apply, please email or write to Emily Williams, HR Manager of J&J Foods. The cover letter for your resume will be your opportunity to explain why you are the perfect fit for the position described above.

Emily Williams, J&J Foods, Inc.
1075 Jewell Parkway, SW
Gainesville, GA 30501
ewilliams@jandjfoods.com

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