



MB IT MANAGER

Position Overview

This position will be responsible for managing a small team of IT professionals, including a help desk representative and a programmer, implementing and maintaining IT policies and procedures, and ensuring the security and efficiency of our IT infrastructure. This role is crucial for maintaining the technological backbone of our organization and supporting our business objectives.

Key Responsibilities

1. IT Operations Management:

- Oversee daily IT operations to ensure the availability and reliability of systems and networks.
- Monitor system performance and provide necessary maintenance and updates.
- Manage and mentor the IT support team to provide timely and effective technical support.
- Oversee the help desk operations to ensure prompt and effective resolution of user issues.
- Maintain and ensure proper operations of backup systems such as Veeam with onsite and offsite backups.

2. Network and Infrastructure Management:

- Design, implement, and maintain the company's IT infrastructure, including servers, networks, and telecommunications.
- Manage Virtual Servers, Domain Controllers, SAN Disk Arrays, and Backup Infrastructure.
- Ensure network security and data protection measures are in place and up to date.
- Conduct regular system audits and backups to ensure data integrity and disaster recovery readiness.
- Manage physical internal infrastructure, including security cameras & alarm system, phone systems, hardware, switches, desktops, and server environments.
- Configure/manage SonicWall firewalls, Switches, VLANs, and other network components.

3. Software and Hardware Management:

- Oversee installation, configuration, and maintenance of software and hardware components.
- Manage software licensing and ensure compliance with legal and regulatory requirements.
- Evaluate and recommend new technologies and software solutions to enhance business operations.
- Utilize coding skills in Visual Studio with C#, Visual Basic, and ASP.net development for software programming and customization.

4. Cybersecurity:

- Maintain/improve IT security policies and procedures to safeguard company data and systems.
- Conduct regular security assessments and vulnerability testing to ensure firewall and user security knowledge is top-notch.
- Respond to security breaches and incidents, conducting thorough investigations and implementing corrective actions.
- Support and manage CrowdStrike AV/EDR for endpoint protection.

Job description cont. next page

M. BOHLKE CORP. SNAPSHOT

M. Bohlke Corp. is a world leader in architectural wood products.

We strive to provide our clients with the finest wood products that nature has to offer. Together, conscientiously and responsibly, we use one of earth's most beautiful resources to enrich the world around us.

Family owned and operated since 1966, we have led the veneer industry in many technological innovations. We are a dynamic, international company known for industry leadership, expertise and our hardworking team environment.

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Key Responsibilities cont.

5. SAP/ERP Management:

- Manage and support the company's SAP/ERP system to ensure efficient business operations.
- Collaborate with various departments to optimize ERP processes and functionality.
- Provide training and support for ERP users to enhance their skills and system usage.
- Troubleshoot errors and VB/SQL program tie-ins to the ERP system.

6. IT Strategy and Planning:

- Collaborate with the IT Director and senior management to develop and implement an IT strategy aligned with business goals.
- Identify and prioritize IT projects, ensuring they are delivered on time and within budget.
- Monitor emerging technologies and trends to keep the company at the forefront of IT advancements.
- Manage relationships with external IT vendors and service providers.
- Negotiate contracts and service level agreements to ensure cost-effective and reliable IT services.
- Develop and conduct training programs for staff to enhance their technical skills and knowledge.
- Promote a culture of continuous learning and professional development within the IT team.
- Ensure compliance with industry standards, regulations, and best practices.
- Maintain accurate documentation of IT systems, processes, and procedures.

Requirements

- Associates degree or equivalent experience.
- Experience in administrative role.
- Strong written and verbal communication skills.
- ERP experience a plus and Microsoft Office Experience a must.
- Ability to work in high intensity, fast-paced environment.
- German Language skills a plus.

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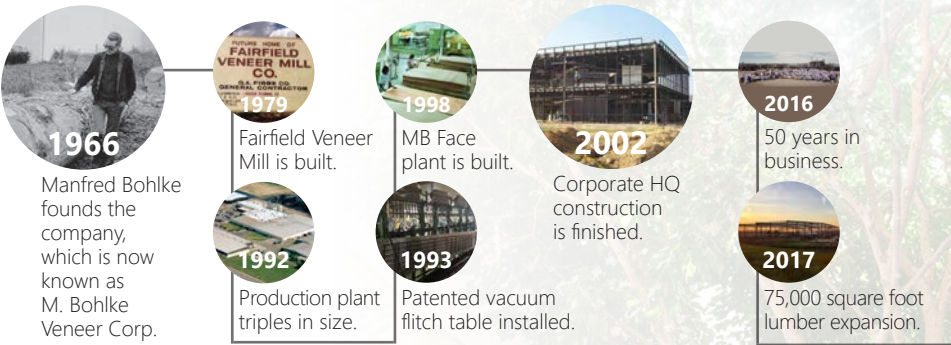


ABOUT M. BOHLKE CORP.

Our Culture

We feel that dedicated people are the key to our success. Through the efforts of our team, M. Bohlke Corp. has become a world leader in the wood industry. Over 50 of our 200+ employees have spent 25+ years with us! Our office is located in Fairfield, OH, just north of Cincinnati.

Our History



Benefits Overview

- Health and dental insurance.
- \$15,000 life insurance policy to the age of 65.
- Matching retirement contributions equal to 50% of the first 6% that an employee contributes, or 3%.
- A Perfect Attendance Bonus for hourly employees.
- Nine paid holidays.

Environmental Responsibility

We have a strong commitment to the preservation and protection of the forests which supply our raw materials. We work with timberland owners to responsibly harvest trees in a selective manner.

Over the years, we have invested, developed and patented technology to produce the most out of veneer quality logs. From our knife grinder to our patented vacuum flitch beds, we have increased yields, allowing us to make the most out of our natural resource.



Proud member of:

Proud supporter of:



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