

IT SUPPORT SPECIALIST – PAPILLION, NE

Hunt Electric is a national design build electrical contracting firm grounded in the simple, powerful concept of performing efficient, quality work. Our loyalty is to our clients and our communities in more than 40 states. We are continually seeking individuals who are passionate about the electrical design and construction industry who want to contribute to our company growth. If you are driven, love what you do and hold yourself to a standard of excellence, we want to hear from you!

ROLE AND RESPONSIBILITIES

The IT Support Specialist (ITSS) position at our project in Papillion, NE will oversee all support and training aspects of the job and will be responsible for the administration, support and maintenance of all related systems, applications and training. The ITSS will provide first level support for users, ensure currency of information and provide installation and training services as needed. The ITSS will also develop productivity tools and processes that will increase the usability and effectiveness of the job site's application and environment.

- Ensure that the company application is being effectively deployed and utilized by our users.
- Manage deployment to users.
- Identify and implement new technologies to increase features and value.
- Provide training and support to internal users and external partners.
- Report on traffic and trends.
- Help define and design enhancements for the company's applications
- Develop support and training tools that increase system usability.
- Develop, both technical and end-user documentation.
- Coordinate application installation and acceptance with end users and provide user assistance on application operations.
- Review existing information-processing systems to evaluate effectiveness and develop new systems to improve production or workflow as required.
- Prepare workflow charts and diagrams to specify in detail operations to be performed by equipment and computer programs and operations to be performed by personnel in system.
- Develop instructional material and incorporate current technology in related specialized fields that provide guidelines to assist management's employee education priorities.
- Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.
- Ensure that company based information and links are current.
- Assist programmers in resolution of work problems related to flow charts, project specifications, or system debugging. Upgrades system and corrects errors to maintain system.
- Prepare time and cost estimates for completing projects.

QUALIFICATIONS AND EDUCATION REQUIREMENT

- Associates degree in a related field and two years of related experience, or combination of education and experience.
- High proficiency of technology systems, tools and applications.
- Ability to communicate with all levels of employees.
- Strong customer service skills.
- Proficient with Microsoft systems and applications.
- Excellent planning and organizational skills.
- Ability to work independently.
- Strong attention to detail and problem solving skills.
- Excellent time management skills.
- Strong verbal, written and interpersonal communication skills.

PREFERRED SKILLS

- Bachelor's degree in a related field.

PHYSICAL REQUIREMENTS

- This job operates in a construction office trailer environment. This role routinely uses standard office equipment such as computers, phones, filing cabinets, photocopiers and fax machines.
- This position requires closed toed shoes at all times, as well as occasional use of a hard hat and eye protection.
- Employees are frequently required to sit, and occasionally required to kneel, reach, stoop, crouch or crawl.
- This position requires the ability to lift files, open file cabinets, and bend or stand as necessary.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- This position may occasionally lift up to 25 pounds.

BENEFITS

Hunt offers a competitive total compensation and benefits package, which includes 100% employer paid health insurance, dental insurance, vision insurance, basic life insurance, paid vacation, sick and holiday time, 401(k) Profit Sharing Plan with an employer match and participation in the Employee Stock Ownership Plan.

Apply online today at www.huntelec.com or contact Megan Tragiai at (651) 643-6628!

Hunt Electric Corporation is an Affirmative Action, Equal Opportunity Employer: M/W/Vets/Disabilities