

IT APPLICATION MANAGEMENT & DEVELOPMENT SPECIALIST

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 Application Management and Development Specialist is responsible for SharePoint and Microsoft Office 365 development and design in addition to the day to day maintenance, trouble shooting and support of all IT systems and operations. This position regularly works with field and office employees at all levels within the organization.

- Manages SharePoint security and updates.
- Develops SharePoint sites and applications.
- Manages and architects Microsoft Office 365 applications, both internal and hosted.
- Creates usage documentation and training plans for SharePoint and Office 365.
- Trains employees on SharePoint, Microsoft Office 365, and company other applications.
- Provides ongoing architecture documentation of the SharePoint environment.
- Develops mobile applications, primarily on iOS devices.
- Analyzes and manages the productivity of corporate software.
- Installs and troubleshoots hardware (desktops, laptops, network devices, printers).
- Assesses the needs of customers from multiple business teams and suggest solutions that can improve their productivity or end user experience with technology.

QUALIFICATIONS AND EDUCATION REQUIREMENT

- High school diploma or equivalent.
- Associates degree in a related field and five (5) years of related experience, or combination of education and experience.
- Five (5) years of experience working with SharePoint.
- Knowledge and experience in programming SharePoint solutions, including supporting software such as Java, HTML5, SQL, .NET, etc.
- Experience with cloud providers such as Office 365.
- 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.

PHYSICAL REQUIREMENTS

- This role routinely uses standard office equipment such as computers, phones, filing cabinets, photocopiers and fax machines.
- 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