



Information Technology (IT) Manager

ABOUT US:

J. Davis Construction is a full service general contractor with an unlimited class license. We service the upstate of South Carolina, Northeast Georgia and Western North Carolina. We were voted one of the fastest growing companies in South Carolina in 2016 & 2017 by SC Biz. We were also voted one of the "Best Places to Work in South Carolina" in 2017. Our company is divided into three divisions: General Contracting, Industrial Service and Civil/Grading.

POSITION SCOPE:

The IT Manager will oversee all aspects of technology for J. Davis Construction. Our goal is to be the most innovative construction service provider in the areas we serve. The IT Manager will ensure this goal is met.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Provide assistance and support, interface, for all user:
 - Computer systems
 - Voice over IP (VoIP) office phones
 - Mobile phones
 - File storage
 - Network security
- Procure and setup all new employee hardware and software
- Perform configurations, installations, upgrades and reallocations of user hardware and software
- Inventory and asset tagging of company owned equipment
- Manage, support and maintain company network and systems
- Keep track of employee access for all programs/applications
- Maintain all vendor licenses, contracts and relationships
- Manage implementation of new technology and teach classes or write documentation for users
- Maintain company Microsoft Hosted Exchange email system
- Maintain Company Video Surveillance Systems
- Manages Access Control Systems

SKILLS & ABILITIES:

- Self-starter with a strong attention to detail and organizational skills
- Knowledge of computer hardware and software
- Excellent customer service skills
- Certifications preferred:
 - Microsoft - MCITP, MCSE, MCTS
 - CompTIA – A+
 - Cisco - CCNA

J. DAVIS EMPLOYEE EXPECTATIONS:

- Ability to work independently and in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills

EDUCATION AND WORK EXPERIENCE:

Bachelor's degree in IT related field preferred. Minimum of five (5) years of help desk, desktop support and/or network administration experience required.

Interested applicants should apply online, <http://jdavisinc.com/careers/employment-application-form/>, or in person at our Westminster Office, 12245 S. Hwy 11, Westminster, SC 29693.