

# HAMILTON

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## **BUSINESS SYSTEMS / IT ADMINISTRATOR**

Hamilton Associates, a diverse, growth-oriented, Lean-driven, ISO-Certified manufacturing company has created an attractive career opportunity for an experienced **Business Systems/IT Administrator** to join our team. For additional information about our Company and each of our divisions and our product lines, please visit our websites at [www.hamiltonassoc.com](http://www.hamiltonassoc.com), [www.atitest.com](http://www.atitest.com), [www.elscoguides.com](http://www.elscoguides.com), and [www.dirtkiller.com](http://www.dirtkiller.com).

### **POSITION OVERVIEW**

As our **Business Systems/IT Administrator**, this individual will be responsible for all IT-related support for the business applications system (ERP, CRM, etc.), as well as the oversight of a Managed Service Provider (MSP) for general network issues. Key responsibilities include:

- Support all business systems, including ERP and associated applications used throughout the organization.
- Create business intelligence reports and dashboards to support the organization.
- Perform systems analysis on reporting needs in support of various users.
- Evaluate company application system software requirements and recommend both internal and external solutions to match specific needs.
- Determine specifications and prepare purchase requests for hardware and software based on needs provided by end users.
- Provide oversight to the MSP, including network management, end user support, and data security and backup processes.
- Coordinate needed end-user training with Human Resources Manager.
- Assist with the necessary investigation, analysis, evaluation, project costs, and benefit analysis on existing and future business system projects.
- Work in conjunction with outside technical support consultants and maintain/negotiate ongoing support relationships and contracts.
- Determine and maintain appropriate agreements for communications, including network internet and email access, copier service and phone service.
- Serve as point of contact for website issues and liaison with outside web development staff.

## **JOB QUALIFICATIONS & REQUIREMENTS**

The ideal candidate will possess the following qualifications:

- BA/BS Degree in related field
- 5+ years related experience in business systems administration
- 5+ years related experience in network administration
- Demonstrated competency using SQL-based ERP solutions
- Related experience with Infor Visual and/or Citrix a plus!
- Detail oriented
- Strong communication, reasoning, and logic skills
- Excellent follow-through skills
- Must be a strong team player
- Ability to handle multiple tasks at the same time and prioritize
- Must have the ability to work independently and be self-motivated
- Excellent interpersonal and communication skills to interact with all end-users and management team
- Experience working for a Lean Manufacturing organization involving distribution, inventory control, order entry and/or production a plus!

## **COMPENSATION & BENEFITS**

We offer an attractive compensation package in addition to a comprehensive benefits program including health insurance, 401(k) plan with matching and profit sharing, generous paid time off (PTO) policy, life & disability coverage, plus much more!

## **CONTACT US**

If you are a driven, results-oriented individual seeking an opportunity to play a key role in the continuing growth of a reputable organization, please forward your resume, in **WORD or PDF** format, along with your salary history/requirements, to us for immediate consideration.

### **HAMILTON ASSOCIATES, INC.**

**11403 Cronridge Drive  
Owings Mills, Maryland 21117**

**Hamilton Associates, Inc. is an Equal Employment Opportunity (EEO) employer.**

*Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.*

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