



COME JOIN OUR TEAM!

Insta Graphic Systems is looking for an IT Analyst to join our team. The IT Analyst's responsibilities include planning, implementing, upgrading, and monitoring hardware, software, and security protocols for the organization's computer networks and information systems.

Reporting Structure and Key Relationship

- **Reports To:** Controller
- **Direct Reports:** None
- **Key Internal Partners:** President, Controller and Senior Management teams.
- **Customers:** System users, vendors.

Duties and Responsibilities:

- Administers, monitors and maintains the following: in house active directory, in-house Microsoft Exchange, Microsoft SQL Server, Sonicwall Firewall, Trend Micro Scanmail, Server Protect and APEX One, Symantec, Backup Exec, Crystal reports, Avaya IP500, Buffalo TeraStation NAS, Phone System, CITRIX Xen App.
- Identifies, procures and installs new system and individual computers, servers and system hardware and software.
- Identifies security threats and violations, and recommends needed programming or process changes.
- Uses data encryption, firewalls, and other appropriate security tools and applications to conceal and protect transfers of confidential digital information.
- Develops and implements plans to safeguard digital data from accidental or unauthorized modification, destruction, or disclosure; adheres to emergency data processing needs.
- Monitors and restricts access to sensitive, confidential, or other high-security data.
- Performs risk assessments, audits, and tests to ensure proper functioning of data processing activities and security measures.
- Creates technical support documentation for systems and applications.
- Hands-on technical troubleshooting capabilities.
- Trains users and promotes security awareness.
- Maintains and updates virus protection systems.
- Performs other related duties as assigned.

Education, Experience, and Competencies

Education: Bachelor's degree in Computer Science, Programming, or a related field required

Experience: 3 – 5 years

Required Skills/Abilities:

- Demonstrated problem-solving and analytical skills.
- Proficient, or able to gain proficiency with, an ERP and security software applications and tools.
- Thorough understanding of computer-related security systems including firewalls, encryption, and password protection and authentication.
- Proficient in Microsoft Office Suite (Configuration and functionality of the Windows 7, 10 and 11 Operating Systems).
- Crystal report writer / Woo commerce & E bridge.
- Excellent verbal, written communication and interpersonal skills.
- Organized with attention to detail.
- Quick learner, open to learn new skills.
- Ability to work well with others and look for ways to help.
- Flexible and open to change.
- Results driven.

Other

- Physical and Environmental Requirements: While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and sit. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and color vision.
- Work environment includes front-office and manufacturing. The noise level in the work environment is usually moderate.

What we offer:

- Competitive salary
- Comprehensive benefits package including: medical, dental and vision.
- 401K Plan
- Paid time off and holidays

Disclaimer: This job description is not intended to be all-inclusive, and employees will also perform other duties as assigned by management as required.

Company reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

INSTA Graphic Systems is an Equal Opportunity Employer. M/F/D/V