



## JOB DESCRIPTION

**Job Title:** Data and Systems Specialist  
**Exemption Status:** Exempt

**Date:** 3/17/2021  
**Department:** Operations

### **Job Specifications:**

**EDUCATION** Bachelor's degree in computer science, computer information systems, computer programming, or related field preferred  
**JOB RELATED EXPERIENCE** 5+ Years  
**SUPERVISION GIVEN** None  
**SUPERVISION RECEIVED** HR Manager

**Job Summary:** The Data and Systems Specialist maintains and improves the company's data, systems, overall information technology infrastructure and provides support to users at Louis Industries.

### **Job Duties and Responsibilities include the following:**

1. Oversees and Manages project and company data, ensuring it meet the requirements of aspects of the business, including HR, Sales, Engineering, Accounting and Manufacturing
2. Serves as the point person for data-related tasks as required for each department
3. Coordinates accuracy of data produced by day-to-day operation
4. Determines efficiency of data usage throughout the company
5. Reviews data daily to assure the systems are working and being utilized properly
6. Manages and executes new data requirements when project improvements are needed
7. Executes mass changes to data fields in the ERP system as required to assure accuracy and efficiency
8. Evaluates current technology use and needs of the company and recommends software and hardware improvements
9. Manages the administration of backup, security, AV, Office 365 systems
10. Provides technical support to LII users
11. Implements and oversees operational budget and expenditures
12. Maintains server and databases on a regular basis
13. Troubleshoots database, server, computer, network problems
14. Manage correcting problems with printing functions
15. Maintains and repairs computer hardware and other equipment
16. Troubleshoots integration problems with various company software
17. Assesses and proposes future IT needs of the business (equipment, replacement and upgrades, licensing requirements, budgetary numbers, etc.)
18. Remains current on advances in technology
19. Provides leadership, role model participation necessary to facilitate continuous process improvement
20. Other duties may be assigned that pertain to the classification

**Qualifications:**

To perform this job successfully, an individual must be able to carry out each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge & Experience:**

- Proficient in Microsoft Office Suite or related software
- Excellent organizational skills, with the ability to prioritize work
- High attention to detail
- Ability to work with vendors, customers, and employees
- Excellent interpersonal and communication skills
- Ability to perform problem analysis and problem resolution
- Must have ability to perform mathematical calculations
- Thorough understanding of computer information system programs, policies, activities, and procedures
- Maintaining up-to-date working knowledge of the industry products and services, especially Global Shop ERP system
- Working knowledge with relational databases and SQL

**Physical Demands:**

- Prolonged periods sitting at a desk and working on a computer.
- Some shop floor environment exposure
- Must be able to lift up to 15 pounds at times.