



Douglas Scientific is now recruiting for: IT Specialist II

Douglas Scientific is a biotech company owned by Douglas Machine Inc. in Alexandria, MN. The company is a global leader in ultra high throughput laboratory automation based upon a patented Array Tape™ technology. Douglas Scientific is growing rapidly and is currently accepting applications for an IT Specialist II. For more company information, please visit www.douglasscientific.com.

IT Specialist II - Position Summary: The IT Specialist II position is responsible for projects of considerable scope and complexity. This position interacts frequently with internal professionals and external customers and business partners. In addition, the IT Specialist II position may exercise considerable influence over other functional areas to resolve problems and complete assigned work on schedule.

IT Specialist II - Position Responsibilities: Understand, define, document and represent the Information Technology (IT) needs of Douglas Scientific LLC within its parent company, Douglas Machine Inc.

- ✓ Develop and guide implementation of the Douglas Scientific IT vision, addressing areas including, but not limited to, the following:
 - utilization of new technologies, including cloud computing, for IT infrastructure
 - implementation of SaaS infrastructure for Douglas Scientific products
 - personal computer, user permission and internet policies
 - e-mail, collaboration and other necessary software
 - network and server infrastructure
 - coordination of Douglas Scientific IT activities within Douglas Machine Inc.
- ✓ Provide IT council, design and support on Douglas Scientific projects and products.
- ✓ Administer Douglas Scientific web sites and coordinate with product management, web developers, software engineers and graphics designers to maintain and update the sites.
- ✓ Administer local and cloud based software tools including, but not limited to, code management systems, CRM software, documentation systems and wikis.
- ✓ Manage software licenses; maintain a list of what licenses are in use, by whom, and on what PCs. Identify and recommend cost saving measures.
- ✓ Perform database setup, management and security for both internal and external projects.
- ✓ Record, edit, and post videos for internal events.
- ✓ Provide PC “help desk” support including software and hardware installation, maintenance and troubleshooting, for both local and remote employees.
- ✓ Interact in a professional manner with coworkers, customers and business partners.
- ✓ Identify cost reduction and quality improvement opportunities within IT.

- ✓ Travel to customer sites to resolve IT related product problems when necessary.
- ✓ Mentor and coach new IT employees.
- ✓ Oversee IT project management for assigned projects through all phases including requirements gathering, solution implementation and maintenance / support.
- ✓ Maintain project schedules and complete assigned projects within allocated hours.
- ✓ Promote, utilize and improve corporate processes.
- ✓ Comply with all safety policies and procedures.

IT Specialist II - Knowledge and Skills Requirements:

- ✓ Strong creativity and problem solving skills.
- ✓ Effective oral and written communication skills.
- ✓ Strong collaborative and teaming capabilities.
- ✓ Project management and leadership skills.
- ✓ High proficiency in the use of personal computers and related software.
- ✓ Extensive IT planning and troubleshooting capabilities.
- ✓ Minimum of a two-year degree in Information Technology, or a similar field of study, with a minimum of 5 years of experience in a related position.
- ✓ Experience managing projects independently with limited or no managerial direction.

Apply Today!

Douglas Scientific offers competitive compensation and an excellent benefits package that includes an Employee Stock Ownership Plan (ESOP), 401(k) match, medical, dental, life and disability insurance, along with holiday pay and paid time off.

To apply, e-mail resume and cover letter to Human Resources at: HireMe@DouglasScientific.com.