

IT Specialist

This position, reporting to the Chief Financial Officer, will play a key role in the success of LiquidFrameworks' business. You will be responsible for maintaining our internal and external infrastructure to ensure that we have a reliable and secure environment. You will gain valuable experience working in a hybrid Windows environment and provide support to help ensure the continual success of our business. If you are driven by problem solving and tend to think outside the box, this is the role for you.

Position Responsibilities

- Assists in the on-boarding of new employees through the issuance of login credentials to appropriate systems and setting up on email
- Configures phones for current and new employees
- Identifies and procures the hardware and software needed to satisfy user requirements including laptops, tablets and more.
- Implements standards, guidelines and training for Google's G Suite product including Google Docs and Google Sheets with templates and taxonomy
- Manage wireless networking infrastructure
- Work with vendors providing various IT services such as internet connectivity and VOIP
- Install and manage hardware used by office personnel
- Loads appropriate software packages such as operating systems, networking components and office applications
- Assists in the customization and adaptation of existing programs to meet users' requirements
- Provides in-person, telephone and online support of end-users as it relates to their computer equipment, printers, AV and other office equipment
- Coordinates activities with network services and information systems groups
- Provides updates, status and completion information to manager and/or users
- Refers major hardware problems to service personnel for correction
- Assists in research and procurement of computers, computer accessories and supplies
- Assesses infrastructure on a regular basis to ensure it continues to meet necessary demands
- Manages daily operations of the IT department
- Develops new strategies and IT procedures to increase efficiency, enhance workflow and improve customer satisfaction
- Protects company and customer data from outside infiltration through encryption, secure data storage, anti-virus systems, and other necessary means
- Offers suggestions for possible upgrades and changes within the IT department
- Deactivates accounts during employee exit process
- Works with Marketing on IT related tasks for the production of ConnectFX, LiquidFrameworks' annual user conference.

Requirements

- Bachelor's Degree in Information Technology, Computer Science or a related field required
- Three to five years' experience working in a corporate IT environment
- Industry certifications and memberships a plus
- Excellent IT, communication, leadership and management skills
- Ability to fill multiple roles simultaneously
- Proven track record of maintaining IT structural integrity

- Experience with Microsoft Windows (mainly 10 and 7)
- Audio/Video support or set-up
- Demonstrable strategic thinking skills and a high level of intellectual curiosity
- Confidentiality in handling sensitive financial information

Position

- This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- This position has no supervisory responsibilities.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- This is a full-time position. Occasional evening and weekend work may be required as job duties demand.

About LiquidFrameworks

LiquidFrameworks is a fast growing, leading provider of cloud-based, mobile field operations management solutions serving the energy, industrial and environmental services industries. LiquidFrameworks' FieldFX® solution provides companies with numerous benefits, including increased and accelerated revenue capture, increased cash flow, improved contract compliance, increased invoice accuracy and improved customer responsiveness. During January 2019, the company announced it had received a strategic growth investment from Luminata Capital Partners, an enterprise software-focused private equity firm. LiquidFrameworks is based in Houston, Texas.

Compensation

- Competitive Salary
- 401(k) – Fidelity (matching 100% of the 1st 3% and 50% of the next 2%)
- Medical, Dental, Vision and AD&D Insurance
- Long-term & Short-term Disability Insurance
- Life Insurance (LiquidFrameworks pays for the first \$50k of benefits)
- 15 PTO days during the first 48 months of employment
- 20 PTO days after 48 months of employment
- 10 paid holidays
- In-building garage parking paid by LiquidFrameworks
- Access to Fitness Center located in our building

This position is located in Houston, TX. The successful candidate must reside in the Houston area, and be able to work at our corporate office in Greenway Plaza. No travel will be required for this position. Applicants must possess US work authorization which does not require sponsorship by the employer for a visa. If you feel that you are qualified for this position, please send your resume to resumes@liquidframeworks.com.

LiquidFrameworks is an equal opportunity employer. LiquidFrameworks considers applicants for all positions without discrimination on the basis of race, color, religion, sex, national origin, age, marital or veteran status, disability, or any other legally protected status. No question in the recruiting process is used for the purpose of limiting or excluding any applicant's consideration for employment on any basis prohibited by local, state, or federal law. The benefits in this letter are subject to change according to the then current in-force benefits adopted by LiquidFrameworks. This position is for an at-will position within LiquidFrameworks, Inc.