



IT Manager

Overview:

At M.L. First Class Marketing, we're seeking an experienced IT Manager to oversee and manage our company's technology operations and the development of IT systems and policies. The IT Manager will ensure our IT infrastructure is reliable, secure, and efficient, supporting the company's operations and strategic goals.

Responsibilities:

- Develop and implement IT policies and best practice guides for the organization.
- Oversee the management of IT projects, ensuring timely completion within budget.
- Manage the IT department's operational and strategic planning, including business requirements, project planning, and organizing and negotiating the allocation of resources.
- Administer the company's data security protocols, ensuring compliance with data protection laws.
- Manage the company's technical support team, ensuring they provide excellent service to staff and resolve issues efficiently.
- Oversee all hardware and software systems' development, implementation, and maintenance.
- Stay informed about the latest technology trends and innovations, advising on potential impacts and benefits to the company.

Qualifications:

- Bachelor's degree in Information Technology, Computer Science, or related field.
- Proven experience in IT management, with a strong background in developing and implementing IT policies and systems.
- Excellent knowledge of technical management, information analysis, and computer hardware/software systems.
- Strong leadership and decision-making skills.
- Excellent organizational and communication skills.