



IT Track

IT Professionals develop and maintain the systems and programs required to operate the Brayman family of companies. They will have strong customer support skills as well as knowledge of databases and back end systems. They will have knowledge in a variety of programs and systems the company uses to operate and can offer and assist in the design of creative solutions that meet the company's needs.

Track 1: Junior Systems Developer

- Assist the Senior Systems Developer
- Help refine/debug and develop new reports
- Work with employees to test new reports and fixes for quality assurance

Track 1: Senior Systems Developer

- Support and maintain current and future software applications
- Identify systems improvements and recommend solutions using standardized rules and procedures
- Monitor and maintain application performance and security
- Work with Management to develop customized reports
- Upgrade and maintain system patches

Track 2: Technical Support Specialist

- Work with every-day issues around core applications
- Assist with jobsite Internet and Voice related issues to ensure proper communication
- Setup new jobsites according to specifications set by Project Manager
- Troubleshoot Smart Phone problems
- Deploy and upgrade employee workstations

Track 2: Systems Administrator

- Work with employees to assist in more complex desktop and application issues
- Proactively monitor Server and Network infrastructure
- Manage communications platforms including VoIP and Cell Phones
- Assist in deployment of new systems
- Monitor and manage antivirus and SPAM filters



Director of IT Operations

- Establish standards and procedures for all information and networking systems
- Conceptualize, evaluate and implement strategies, plans and priorities
- Work with Executive Staff to develop budgets for short and long term projects to help improve infrastructure and Employee productivity
- Responsible for up-time running of systems to ensure minimal operational downtime
- Implement/deploy security measures to protect corporate systems
- Ensure proper documentation for compliance of software licensing and internal needs
- Maintain positive relationship with vendors
- Train, mentor and encourage staff to focus on customer service
- Interact with division managers to deploy and oversee installation and security of corporate software

Chief Information / Technology Officer

- Oversee and coordinate all aspects of strategic systems deployment, usage and future growth planning
- Responsible for the technological direction of the Company
- Supervise all systems and IT team
- Consult with administrative, department and group managers, and Senior Executives to exchange information, present new approaches, and discuss equipment/system changes.
- Identification and testing of IT risk areas (breaches, external system hacks) and implementation of measures to mitigate threats