



# IT Administrator/Developer



**Date:** 8/17/2017

**Location:** Elgin, IL USA

**Department:** Technology

**Job type:** Full-time, Salary

## Company Overview

Newhaven Display is a leading global display company that produces electronic display products for a wide variety of markets and applications. Our products include cutting edge LCD, VFD and OLED technologies.

## Benefits

At Newhaven Display, you are empowered to create a career that will take you to where you want to go. Here, you'll enjoy the freedom to explore new projects, the support to think outside the box and the advanced tools and technology that foster innovation and achievement. We offer an excellent working environment, salary and benefits package including paid time off, medical, profit-sharing and advancement opportunities within the company.

## About the Job

This position is for a self-starter with a strong passion for technology, development and creating solutions. We are looking for someone who can manage the technology needs of our company as well ERP updating, maintaining, and customizing our Open Source ERP platform. The first priority is improving our ERP system, developing and documenting the workflow and determining the technical tools that best meet the needs of our growing and evolving company. After that, focus will shift to bringing our IT to the next level.

## Responsibilities

### **PHP/MySQL/HTML Development**

- Communicate closely between various departments in developing ERP tools, functions, custom modules, and reports that will enhance and streamline existing business processes.
- Provide an estimate of time for work product.
- Create and integrate user-facing elements into efficient, testable, and reusable PHP modules.
- Program, test, and document database-driven software systems in accordance with programming standards and validation procedures.
- Ensure on-time and high-quality deliverables. Meet project milestones and deadlines.
- Train/educate end-users in the deliverable's use and functions.
- Assist in the troubleshooting of users' issues within the system, fix bugs and manage feature requests.
- Act as system administrator for the Company ERP systems.
- Work independently and manage a diverse set of job responsibilities and tasks.

### **IT Administration**

- Public website administrator (website access, security, and compliance).
- Internal and External company communication platforms.
- Implement EDI interface for automated PO and Invoicing.
- Automate barcode creation for our customers and suppliers.
- Microsoft Exchange administrator.
- SharePoint developer.
- Companywide IT Admin and Support.

## Requirements

- Bachelor's degree in Computer Science.
- Minimum 1-2 years of related experience.
- Experience in developing database-driven software components and systems.

- Experience developing high performance web applications and internet application development.
- Active experience in the full programming lifecycle with related open-source software platforms and languages.
- Advanced knowledge of object oriented PHP programming.
- Advanced knowledge of MySQL database.
- Advanced knowledge of HTML, CSS, and JavaScript.
- Understanding of accessibility and security compliance.
- Strong knowledge of the common PHP and web server exploits and their solutions.
- Knowledge with web security and best practices for website administration.
- Experience with document sharing of large files outside of the company.
- Advanced knowledge of Microsoft Exchange.
- Experience with SharePoint development.
- Experience with general IT support (back-ups, servers, new employee set-up, phones, troubleshooting, etc.)
- Proven ability to work in a dynamic environment, developing flexible solutions to meet evolving business needs.
- Demonstrated ability to meet deadlines and multi-task in a fast-paced work environment with limited direct supervision.
- Demonstrated excellence in project management skills with a strong commitment to customer service.
- Strong written and verbal communication and interpersonal skills.