

POSITION TITLE

IT MANAGER

Merchology is in pursuit of an IT Manager to lead all aspects of Merchology's IT needs. This person will be responsible for network administration, software maintenance and troubleshooting all IT related issues. They will partner closely with current vendors to ensure best utilization and performance. They will also become the primary point of contact for Netsuite. If you are interested in joining a fast growing company and building out a successful IT department, Merchology could be the place for you.

LOCATION

121 Cheshire Lane, #100 Minnetonka, MN

INDUSTRY

Business to Business E-Commerce Sales

JOB DESCRIPTION

- Oversee and troubleshoot order processing software (Netsuite) and provide fixes as needed.
- Manage the Netsuite platform - responsible for admin related tasks
- Create and develop policies and procedures for IT department.
- Implement IT systems for best practices as well as help create efficiencies in the IT space.
- Provide IT support for general office needs.
- Manage vendors ensuring best service and pricing
- Address any security concerns, training company employees on best practices.
- Set up all IT for new hires including but not limited to; hardware, email, phones, software for the computer depending on the position, etc.
- Partner with business on projects around systems, providing guidance around the IT capabilities (ie. barcoding, order allocation).
- Identify variety of IT projects, prioritizing and communicating the most urgent needs.
- Responsible for IT project management and implementation

JOB REQUIREMENTS

- 5+ years as an IT administrator, manager, or equivalent
- Bachelor's Degree Required; preferred in Informational Technology or equivalent
- Must have experience working in ERP systems.
- Must have networking experience
- Must have high analytical skills
- Must have experience working in multiple areas of IT

PREFERRED

- Experience working with Netsuite
- Experience working in small business environment that is growing in size and building policies where not many exist.

Merchology is the leading online retailer in business to business sales of co-branded retail merchandise including apparel, headwear, drinkware, gifts, and accessories. Merchology is "customer logos + brands they love." It's pure brand awesomeness! Merchology is an equal opportunity employer.

Email Resumes & Cover Letters to: resume@merchology.com

