



## **IT SPECIALIST – FULL TIME POSITION**

UFCW Local 7, the largest labor Union in Colorado representing more than 22,000 workers, is seeking an IT Specialist.

The position is responsible for providing a variety of assignments.

### **Primary responsibilities include, but are not limited to the following:**

- Responsible for leading the day-to-day IT operations.
- Administer and maintain end-user accounts, permissions, and access rights.
- Install, maintain, upgrade and relocate PCs, related equipment, and software as well as maintain an inventory of computer hardware and software spanning across multiple offices in Colorado and Wyoming.
- Perform technical diagnosing and troubleshooting for users with hardware, software, and connectivity issues. Identify, prioritize and resolve end-user technical problems and questions.
- Manage the requests for phones, personal computers, network access, etc.
- Troubleshooting and scheduling repairs.
- Maintain server back-ups and disaster recovery initiatives including data restores as needed.
- Manage security including firewall, software updates, anti-virus, and intrusion detection systems.
- Perform other duties as required to support the mission of the Union.

### **Qualifications:**

- Ideally will have 2 years of IT experience in a professional business environment
- Office machine skills
- PC tech skills
- Comp TIA A+ certification or equivalent, preferred
- Install and support printers, Windows 10, cell phones, Surface, Wi-fi
- Office 365
- Knowledge of TCP/IP a must
- VMware a plus
- Ability to lift 50 lbs.
- Demonstrated ability to maintain strict confidentiality
- Ability to effectively communicate with employees about technology who have a wide range of technical skills
- Team player
- Must be able to work flexible hours on occasion

### **Benefits:**

- Medical, Dental and Vision after 90 days
- UFCW International Pension and Local 7 Pension
- 401K
- Paid Time off after one year of employment
- Paid Holidays
- Competitive Salary - \$1,085.75 plus \$268.76 weekly bonus totaling \$1,354.51 per week

### **Submission instructions:**

To apply, download and complete the [application](#) and provide your cover letter, resume, and completed application to Chris Nate at [cnate@ufcw7.com](mailto:cnate@ufcw7.com) by close of business on Friday, May 10, 2024.