

# JOB DESCRIPTION

Job Title: Senior Manager Information Technology  
Department: Finance  
Reports to: CFO  
Employment Type: Full-Time  
FLSA: Exempt

**SUMMARY:** You will play a key leadership role in supporting and driving all IT projects and initiatives within Allure Labs Hold Co., and all operating business entities. This role will design, develop, and manage all cross functional deliverables and stakeholder commitments required to support and maintain the IT systems including current ERP, MRP and Quality systems as well as enabling and facilitating a new ERP for the company. This is a critical role responsible for delivering the company's technology roadmap, providing technical support, evaluating the current support model, and ensuring the delivery of IT manufacturing capabilities.

## **ESSENTIAL FUNCTIONS and RESPONSIBILITIES:**

- You will lead the efficient operation and maintenance of all computer systems, data, and voice communications activities for all business entities.
- Develops and executes short term and long-term strategic information technology and operational plans that meet the needs for information systems, processes, and solutions.
- Ensure all critical systems are available twenty-four (24) hours per day and serve as a single point of contact for internal applications, network, hardware, mobile and troubleshoot issues.
- Establishes business continuity plans, including disaster recovery, in coordination with other leaders.
- Assist in the process of systems backup and recovery procedures.
- Establish and maintain user procedures and hardware familiarization for all systems.
- Proven track record in managing complex IT Projects along with migrating an organization from on-premise server architecture to hybrid or cloud based.
- Assist in the selection of a new ERP system and ensure that the network and technology necessary for a successful implementation are in place ahead of go-live. Supports all post go-live activities to ensure that implementation goals are achieved.
- Provide administration services, including contribution to the creation of technology capital and operating budgets.
- Provide Systems Administration, including maintaining user/group accounts, user configuration, trouble-shooting access problems and completion of on-site documentation.
- Assist in Server infrastructure management, performance monitoring, Operating System upgrades and troubleshooting. Ability to manage the system uptime, patching schedule, and staying on top of critical zero-day compromises to remediate.
- Provide system support services, including service outage diagnosis, troubleshooting and restoration of service, virus protection management.
- Manage the Security Posture of the organization with the goal of improving the company's cyber-security posture and survey scores. Implement new cyber security policies to prevent, monitor and react to potential network intrusions.
- Assist in the coordination of new acquisitions and major projects as required. Ideally familiar with establishing an acquisition playbook to quickly roll future acquisitions into the IT standards required.
- Lead company-wide technology implementations.
- Good knowledge and support for Windows/Mac/Android/iOS operating systems.
- Must have strong interpersonal skills and be able to relate to all levels of users.
- Assist in management of third-party vendors, including negotiating vendor agreements, onboarding of new vendors, setting vendor SLA and driving accountability of various vendors.
- Ability to lead change management initiatives to minimize business disruption while enabling the future IT roadmap.
- Perform any additional duties as assigned by the CFO.

# JOB DESCRIPTION

- Performs other job-related duties as assigned.

## **EDUCATION/EXPERIENCE:**

- Bachelor's degree in IT, Computer Science, or other relevant technical discipline from an accredited university.
- At least eight (8) years of experience as an IT leader.
- Possess a strategic mind-set to develop a forward-thinking, industry-leading IT vision coupled with an executable roadmap to achieve it.
- Willingness and ability to lead from the front, jumping in and executing work alongside employees when needed.
- Proven IT project management skills in a dynamic environment.
- Ability to lift 50 or more pounds.
- Strong understanding of current IT trends and technologies.

## **SKILLS & KNOWLEDGE:**

- Experience in smaller companies with small IT business entities.
- Experience with onboarding of new acquisitions.
- Experience with new ERP implementations.
- Experience with modern cyber-security measures and tools that protect company IP and sensitive data.
- Experience with consolidating and optimizing IT infrastructure, procedures, and policies.
- Experience with management of third-party vendors.
- Experience developing and strengthening disaster recovery plans in a similar environment.
- Strong business acumen, hands-on and "can-do" attitude.

**The statements contained in this document are intended to describe the general nature and level of work being performed by an employee assigned to this description. They are not intended to constitute a comprehensive list of functions, duties, or local variances. Management retains the discretion to add or to change the duties of the position at any time.**