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| **Department:** | IT |
| **Status:** | Full-time, exempt |
| **Title:** | IT Specialist |
| **Reports to:** | Director of IT |

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# Job Description

At Huish Outdoors our purpose is to *Fuel the Human Spirit for Adventure*. Our products and services keep people active, exploring, and enjoying our world’s outdoor environments. As an IT Specialist you help us fulfill that purpose.

As the IT Specialist you will provide assistance and knowledge to better formulate, develop, and assist with IT and ERP system solutions from both the technical and business point of view. You will oversee IT functions of Huish Outdoors including internet, telephones, computer hardware acquisition and support.

You will maintain and support the network architecture to meet growing business needs and assist in organizing and keeping data current in our ERP system. You will strive to grow with the business ensuring IT needs are met and provide exceptional IT service to the Huish Outdoors Team.

# Key Responsibilities

* Oversee the IT infrastructure including telephones, internet, and computer hardware support.
* Assist with procurement, inventory and implementation of new computer equipment and technologies.
* Assist with diagnosing and quickly resolving network or hardware problems to help minimize downtime.
* Provide user level training on daily applications used including, but not limited to MS Office, related applications and other basic computer related skills.
* Assist in analyzing data and preparing documents for CSV import in the ERP system.
* Assist in report building as requested.
* Maintain item record information, including bill of materials, pricing, etc. for a large number of SKUs.
* Other duties as assigned.

# Qualifications, Job Skills, and Abilities

* Associates or higher degree in Computer Science/Engineering or Information Systems with relevant ERP experience. NetSuite preferred.
* Advanced Skills in MS Office Programs specifically Excel
* Experience working in a Distribution/Manufacturing environment.
* Sound understanding of business processes and the ability to relate business needs to practical application.
* Ability to communicate and work well with a wide range of individuals with or without technical skill.
* Highly organized.
* Exceptional attention to detail.
* Exceptional moral compass with demonstrated ability to maintain confidentiality.