

**Job Title: Data & IT Coordinator**  
**Department: Data & Digital Services**  
**Reports to: Data & Systems Manager**  
**FLSA Status: Exempt**  
**Prepared by: Human Resources**  
**Prepared Date: September 23, 2021**

### **Requirements**

Candidate must be a motivated and energetic team player with the ability to work unsupervised, in the office and remotely when required. Excellent work ethic, ability to prioritize, be a quick learner, organized, have excellent time management, attention to detail, thoroughness, and decision-making independence. Ability to function in a fast-paced deadline-driven environment. Must be able to adapt to change.

### **Responsibilities**

Specific duties and responsibilities include the following but the individual will also be expected to perform all the duties necessary which are customarily performed by a person holding this position. Other duties may be assigned.

- Assist in data cleanup and maintaining integrity of database
- Administer and support Microsoft Desktop infrastructure for 40+ employees
- Maintain and support day-to-day operations of computer systems, and storage devices by monitoring systems performance, configuration, maintenance, and repair
- Administer and support core Microsoft, Citrix, and Hyper-Converged Infrastructure
- Maintain inventory and asset configuration documentation
- Mentor/cross train team members on existing and new technologies
- Recommend, establish, and maintain policies and procedures for system use and services
- Research and recommend innovative, and where possible, automated approaches for system administrative tasks
- Assist in the architecture/engineering process for new infrastructure related technology solutions ensuring they are compatible with the company's business needs and strategic objectives
- Work closely with other infrastructure teams and IT hardware service provider vendors

### **Skills and Experience**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Undergraduate degree or equivalent work experience in Information Systems, Computer Science, or a related technical discipline

- 2-5 years of solid experience in the Microsoft Information Technology industry
- Advanced knowledge of Windows Server, Windows 7/10, and Microsoft Office suite
- Solid understanding of web hosting and LAN/WAN networking
- Knowledge and good understanding of Active Directory, Group Policy, and Microsoft Exchange user management
- Knowledge and understanding of Microsoft SQL
- Knowledge of on premise Microsoft Dynamics GP and Infor CRM a plus
- Strong data analytical skills – creating pivot tables, using VLOOKUP in Excel
- Team oriented, yet able to work independently; very self-motivated
- Outstanding work ethic; displays a high sense of urgency to resolve issues quickly and efficiently
- Excellent written and verbal communication; must be able to communicate technical solutions to senior management
- A high sense of responsibility – to customers, our business partners, our colleagues, and to the quality and timeliness of one’s own work; a willingness to “do what it takes” to support our company’s systems – sometimes during non-standard work hours
- Demonstrate excellent time management skills
- A continual desire and capability to learn
- Ability to provide guidance and training to others

### **Physical Demands**

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk up and down stairs, crouch, stoop, and reach.
- Ability to lift up to 25 - 50 lbs.
- Ability to work long hours on-site during shows, if required

### **Work Environment**

The work environment characteristics listed here are representative of those an employee encounters while performing the essential functions of the job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Basic office environment
- Basic trade show environment

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Messe Frankfurt, Inc. reserves the right to modify this job description at any time.