

07/09/2024

**AndyMark, Inc.**

**Position:** Software and Systems Engineer

**Reports to:** Director of Technology Engineer

**Supervisory Responsibility:** This position has no supervisory responsibilities

**Job Summary and Key Objectives:** Develops and maintains company e-commerce and customer service tools, as well as internal business applications. Develops and maintains architecture of internal and external IT solutions and creates a technology roadmap that includes backup and recovery plans and actions. Would be a Google Domain admin as well as internal domain admin to maintain and improve current IT solutions and setup.

**Key Responsibilities and Tasks:** *Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and tasks.*

- Developing future Operation Software while working with Director of Technology for pursuit of seamless integration across platforms
- Responsible for maintaining current Operation Software
- Work with employees with IT helpdesk issues and identify solutions to minimize these issues
- Develop a technology roadmap to help with budget planning and available resources
- Help maintain Google Domain and Internal domain setup
- Develop remote solutions to increase productivity and communication
- Help manage the integration, development and utilization of company software (QuickBooks, e-commerce, various CAD software, Fishbowl Inventory)
- Provide service and support to customers
- Help in analyzing other options for internal software solutions
- Assist with operations software demands and projects in coordination with other engineering staff.

**Required Skills and Abilities:**

- Ability to work on multiple projects within the same day
- Ability to follow directions, and work independently with minimal supervision
- Able to work with a flexible schedule and demonstrates effective time management
- Must be able to understand entirety of company operations, from broad overview to detailed aspects

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**Education and Experience:**

- Must have a technical degree with a focus on software development, or equivalent experience
- Must have HTML, CSS, and database experience
- Ruby on Rails experience is preferred
- C#, Java experience is preferred
- Customer service experience preferred
- Shopify experience strongly preferred

**Work Environment:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**Travel:** This position is not required to travel but may be asked to assist with *FIRST* competition needs.

**EEO/AAP Statement:** *AndyMark, Inc. provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, national origin, disability, veteran status, and sexual orientation or any other characteristic protected by state, federal, or local law.*

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company. Duties, responsibilities, and activities may change at any time with or without notice.