



IT Coordinator

EHDD Architecture, a national leader in architecture, design and sustainability, is seeking an IT Coordinator to join our firm. This position requires a highly motivated individual to assist in ensuring the overall management and coordination of EHDD's information technology systems including installation and maintenance of computer software and hardware and some systems administration. In addition, they will manage EHDD's intranet, and serve as the primary point of contact for desktop support, troubleshoot for local and remote hardware, software and network connectivity, as well as provide user education, training, and documentation.

Job responsibilities include but are not limited to the following:

- Serve as a Help Desk / Desktop Support primary point of contact and work closely with users to ensure that EHDD's processes and culture are fully supported
- Support the Technical Director with the overall management and coordination for EHDD's information technology systems, including installation and maintenance of computer software and hardware and some systems administration
- Provide troubleshooting for local and remote hardware, software and network connectivity and support to EHDD's computer systems including remote computer technical support for all offices and documents issues, remote access and connections audits
- Perform daily network routine procedures such as interoffice connectivity state, backup monitoring, e-mail filtering, antivirus updates.
- Improve the ease-of-use of AV and Zoom technology in our conference rooms
- Manage weekly technology support for client and consultant meetings
- Manage and resolve issues with software vendors

Skills:

- Proficient in supported desktop operating systems, applications, printers and peripherals.
- Knowledge in networking protocols basics for connectivity troubleshooting. Thorough knowledge of Windows 10, Microsoft Office 2016 and Microsoft Office 365
- Knowledge of PowerShell and Autodesk applications a plus

Qualities:

- Excellent planning, communication, and organization skills required for our fast-paced environment.
- Patient, reliable, and committed to increasing employee productivity
- Bachelor's Degree or equivalent with at least five years' experience in the development, installation, and maintenance of information systems.

EHDD offers an outstanding benefits package including healthcare, 401K match, and vacation. EHDD is proud to be an equal opportunity employer

Please send your resume along with a letter of interest explaining why you want to work at EHDD and how you'd make a great fit for this position to HR@ehdd.com.