**Assistant IT Manager**

**Position: Full Time**

**Benefits: Medical, dental, vision, 401k w/company match (begins on date of hire), vacation, sick time, short term/long term disability, life insurance (no cost to employee), tuition reimbursement, employee discounts, gym discounts, annual service awards, 12 paid holidays, and much more**

**How to apply:** [**www.mt.com**](http://www.mt.com) **– about us – jobs & Careers**

**Summary**:

The primary role is assist helpdesk technicians and software developers in any and all task presented as well as maintain a SOX compliant environment.

**Essential Duties and Responsibilities include the following**:

* In addition to the company core values, all employees must follow the Code of Conduct
* Conduct new employee onboarding processes and post-employment hyper-care
* Manage SOX compliance in development, maintenance and administration
* Provide SQL Database Administration services
* Review all design, coding, and unit test plans for business critical and SOX related applications
* Assist in backup management and auditing
* Perform AD, SEP and LANDesk reconciliations and maintenance
* Manage application upgrades (standard build apps and in-house apps)
* Maintain business continuity plans as well as disaster recovery
* Perform liaison duties between users, developers, and help desk technicians in areas of design, functionality, and troubleshooting
* AD account maintenance
* ERP user provisioning and de-provisioning
* ERP development, testing, and implementation in accordance to SOX requirements.
* All other duties and tasks assigned

**Primary People Contact:**

* Interdepartmental Personnel, User base

**Knowledge, Skills, Attitude:**

* Knowledgeable in standard business processes
* Must be very well organized
* Able to assess, analyze, and predict problems/undesired functionality that users may not be able to foresee
* Able to communicate technical issues to non-technical users
* Able to work in a fast-paced environment with ever-changing priorities
* Able to operate within the parameters of a budget
* Able to assess problematic situations and develop creative solutions to resolve them
* 3+ years C#  (2013 or later)
* 3+ years SQL/TSQL
  + SQL Enterprise Manager/SQL Profiler/Query Analyzer
  + Development/Debugging/Optimizing
* 3+ years Crystal Reports (version 9 or later)
* 3+ years SOX experience (recommended)
* 3+ years VM experience (recommended)

**Educational requirements:**

* Bachelor’s Degree in a Business related field or Computer Science (recommended) or equivalent experience

Mettler-Toledo is a global supplier of precision instruments with sales and service locations in 37 countries. The Mettler-Toledo Product Inspection Group, consisting of CI-Vision, Hi-Speed and Safeline, is the world’s leading supplier of in-line checkweighers, metal detectors, machine vision systems and x-ray inspection systems. We believe employees are the lifeblood of our company. As we thrive on quality and initiative, we work together in a fast-paced environment striving towards common goals and open to innovation and success. We’d love for you to become part of our growing team!

We provide an entrepreneurial environment within the context of a dynamic global organization. We offer competitive salary and excellent benefits, including: health, dental, vision, prescription, life, Short Term Disability and Long Term Disability; 401(k) with company match, tuition reimbursement; employee referral bonus and training.

METTLER TOLEDO is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by law.

Mettler-Toledo, LLC and its subsidiaries endeavors to make mt.com accessible to any and all users.  If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact Laly Vazquez - HR Senior Representative (HR Department) at 813-549-6937 or laly.vazquez@mt.com.

METTLER TOLEDO is an equal opportunity employer that recognizes the value in having a diverse workforce.

U.S. Equal Employment Opportunity/Affirmative Action Information

Mettler-Toledo, LLC and its subsidiaries ("METTLER TOLEDO") are Equal Employment/Affirmative Action Employers and as federal contractors required by the Department of Labor to provide statistical information on our applicants. In order to comply with these requirements, we invite you to voluntarily provide the following information. This information will be kept separate from your employment application and is not a requirement for employment. This information will not be used in a discriminatory manner.