

## **IT Analyst**

Olympus Energy LLC (“Olympus”) is seeking a motivated team member for the position of IT Analyst. In this role, the successful applicant will serve as the interface of the company and its third-party IT services provider, utilizing analytical skills to understand and service business/user needs, with excellent communication skills and problem-solving abilities.

### **Core Responsibilities:**

- Liaison to external IT provider, ensuring users issues are being fully addressed
- Minor troubleshooting of hardware and software issues
- Oversee upgrades to software and servers
- Manage user inventory and IT hardware/software
- Maintain inventory and tracking of hardware/peripherals
- Onboard new users across company IT systems
- Manage IT budgeting and tracking
- Assist in guidance and oversight of cybersecurity efforts
- Serve as O365 and SharePoint/Teams Administrator
- User management, site folders/permissions, and external user access
- Lead technical website update efforts, in coordination with Communications Team

### **Job Qualifications:**

- A bachelor's degree in computer science, business information systems, information technology, or a related field.
- Certification and proficiency in a coding language (.NET, Visual Basic, C++, or SQL)
- High levels of proficiency in Microsoft O365 environment, including Azure, SharePoint, and Teams
- At least 2 years of experience in an IT-related position (Oil and gas industry experience is a plus)
- Knowledge of databases, data processes, program architectures, and data security
- Excellent verbal and written communication skills
- Knowledge of industry best practices and experience with both hardware and software systems
- Experience troubleshooting hardware and software systems
- Skilled in database programming and software installation
- Knowledge of websites, hosting, and WordPress preferred
- Able to lift up to 30 pounds

Olympus is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, gender identity or expression, sexual orientation, religion, national origin, genetics, disability, age, or veteran status.

Interested candidates may submit resumes via email to [careers@olympusenergy.com](mailto:careers@olympusenergy.com). Resumes will be reviewed as received and candidate interviews will begin immediately. Olympus is not accepting resumes from staffing/search firms at this time. Please visit Olympus’s website at <http://www.olympusenergy.com> for more information.