



## IT Manager

**Company:** MacuLogix, Inc. is a medical device company based in Harrisburg, PA. MacuLogix is the only company to equip eye care professionals with the instrument, tools and education needed to effectively diagnose and treat patients with AMD. By leveraging the science of dark adaptation through its AdaptDx, MacuLogix is working to eliminate preventable blindness caused by AMD, a chronic, progressive disease that impacts over 170 million people worldwide and goes undiagnosed in 25 percent of patients. Through its AdaptDx dark adaptation biomarker, MacuLogix enables eye care professionals to detect, monitor and treat AMD three years before it can be seen clinically. To support the implementation and optimization of the AdaptDx, MacuLogix provides extensive in-practice training and practice guidelines.

**Current Need:** We are seeking a talented and motivated IT Manager with hands-on experience to support our entire organization's growing technical needs. The ideal candidate should have strong management skills, and be eager to help others, located both at the home office and throughout the entire United States.

### Responsibilities:

- Create procedures and techniques to maximize efficiency in terms of IT
- Manage Office 365 system users, contact information, security roles, teams, and groups
- Purchase, install and configure new computer hardware, software, systems, networks, printers and scanners
- Maintain inventory of computer hardware
- Manage DropBox, GoToMeeting, and other cloud-based services required by the business
- Respond in a timely manner to service issues and requests
- Test new technology
- Maintain on premises server
- Manage relationship with external IT partners
- Manage software licenses
- Manage data storage and retrieval systems
- Manage current cyber security initiative, and further develop policies
- Manage and maintain in-office network and its administration
- Act as a secondary resource to provide technical support to end users, diagnose and resolve problems, as well as, repair or coordinate repair of computer hardware and accessories
- Keeps abreast of new developments and maintains a strong understanding of technology and its application to achieve business objectives

### Qualifications:

- 4-5 years of experience configuring, maintaining, documenting and supporting a company's IT
- 2-3 years of experience working in a management capacity in IT
- Ability to think technically and logically
- Strong cyber security background



- Excellent problem-solving skills
- Ability to adhere to deadlines, prioritize, and delegate when needed
- Advanced Microsoft 365 skills, including Outlook, Word and Excel
- Excellent interpersonal skills
- A Bachelor's or Associate's degree (computer science, information technology, or a related field) or equivalent combination of education and comparable work experience
- There is a physical nature to this position, a qualified candidate may have to lift or move heavy equipment (up to 50 pounds)

**Compensation:** Competitive salary based on prior experience with equity participation and benefits.

**IT Manager reports to** the Director of Information Technology