



WHO WE ARE?

PacMin brings imagination to life by providing visually dynamic marketing solutions to a wide range of industries, ranging from aviation and aerospace to events and entertainment. PacMin creates custom scale models, trade show exhibits, dynamic graphics, and promotional solutions to help businesses build key relationships.

We are looking for an **Information Systems Coordinator** to join our team of talented and enthusiastic professionals!

PURPOSE: Implements computer system requirements by defining and analyzing system problems; designing and testing standards and solutions. Provide IT support as needed.

EDUCATION & EXPERIENCE: Minimum of a Bachelor's Degree in an applicable field, or a combination of Associate's degree plus two years of experience.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

- Must have an advanced understanding of:
 - ERP Systems
 - SQL programs and queries
 - Computer Networking
 - Computer Hardware
 - Computer Programming (Structure & Methodology)
 - Database (Structure & Methodology)
- Understanding/Experience with Made2Manage or any other ERP system
- Must have strong analysis skills
- Must have excellent internal customer service skills
- Ability to work in a team environment and work productively in team assignments
- Must be engaged and able to prioritize and willing to take the initiative
- Proficiency in Spanish is a plus but not a requirement

DUTIES/RESPONSIBILITIES:

- Defines application problem by conferring with users; evaluating procedures and processes.
- Develops solution by preparing and evaluating alternative workflow solutions.
- Controls solution by establishing specifications; coordinating production with programmers.
- Validates results by testing programs.
- Ensures full utilization of our ERP System features by continuous research and attendance of conference/user meetings
- Maintains support of our ERP System in coordination with ERP Vendors
- Ensures operation by training client personnel; providing support.
- Provides reference by writing documentation.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes information systems and organization mission by completing related results as needed.
- Manages ongoing preventative maintenance for user machines.
- Helps with other tasks as needed.

WHAT WE OFFER?

Besides a GREAT culture, recognition programs, monthly celebrations and fun events throughout the year, we offer a complete benefits package that includes 401-K matching plan, medical, low cost vision, dental, accident, and free life insurance for all eligible team members!



All interested candidates should send their resumes to jobs@pacmin.com