



1927 Miller Drive
Olney, IL 62450
P (618) 392-5502 Fax (618) 392-2261
www.usdi.us

IT Systems Specialist

JOB SUMMARY & ESSENTIAL FUNCTIONS

In this role the IT Systems Specialist will be working closely with both Field Engineers and the IT team to help shape the roadmap for IGC Services and its companies. This will be a position of constant growth and learning, with each day bringing new tasks to work on and implementing concepts to drive the business forward. Some of the basic tasks will be:

- Creating, Scaling, and Updating workflows from different software providers
- Monitoring daily flows and alerts
- Assisting in internal and external support tickets
- Helping identify areas to improve efficiencies and how to implement solutions
- Continuous learning of GIS and Office 365 software
- Office/Warehouse Inventory Systems and control
- Data Management and Storage
- Site Building and Maintenance

MINIMUM QUALIFICATIONS

- High School Diploma or Equivalent
- Experience or Degree in IT preferred
- Familiarity with Office 365, Cloud infrastructure, Power Apps, Power Automate, and Azure
- Willingness to learn new programming languages and methods
- Able to work independently and be self-motivated with minimal supervision or assistance from others
- Possess strong written and verbal communication skills
- Maintain a positive work atmosphere through effective interactions and communications with coworkers, management, and clients

BENEFITS

IGC Services offers an excellent benefit package and compensation that will be commensurate with the level of experience, skills, and ability possessed by the candidate. IGC Services benefits include the following:

- Medical, Dental, Vision, and Life Insurance
- Short- and Long-Term Disability Coverage
- 401(k) Retirement Savings Plan
- Paid Time Off (PTO)

UNIONVILLE, MO
28847 US HWY 136
Unionville, MO 63565
(660) 947-3316

KIRKSVILLE, MO
210 N Elson St. Suite C
Kirksville, MO 63501
(660) 474-0079

SHELBYVILLE, KY
1018 Mt. Vernon Dr.
Shelbyville, KY 40065
(502) 513-5127

WICHITA, KS
9540 W. Harry St.
Wichita, KS 67209
(316) 239-7313

BELLEVILLE, IL
9 Executive Woods Ct.
Belleville, IL 62226
(618) 277-1520

PRINCETON, MN
31481 125 ½ ST NW
Princeton, MN 55371
(660) 474-0789

PITTSBORO, IN
7421 N. Co Rd. 225 E.
Pittsboro, IN 46167
(317) 417-3374

ABOUT IGC Services

IGC Services is responsible for handling the day to day services for Utility Safety and Design, Inc. (USDI – www.usdi.us) and Il Gas Company (www.ilgas.com). These sister companies deal with public utilities, and the engineering and safety of natural gas pipelines. IGC Services supports 8 different offices in 6 different states.

LOCATION

Olney, IL

SUBMIT RESUME TO

Jesse Baker, IT Director
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