



Fluid Solutions, LLC, an 18-year-old company operating in over 150 countries worldwide, is seeking an IT Manager to join our growing team. This role will be responsible for overseeing daily IT operations, maintaining systems and networks, and supporting a range of technology initiatives across our domestic and international projects. The ideal candidate will be detail-oriented, resourceful, and comfortable managing a broad mix of technical, operational, and compliance-related tasks in a fast-paced environment.

### **What you'll be doing:**

- Manage and maintain company computer systems, servers, and network infrastructure.
- Troubleshoot and resolve networking and server issues to ensure minimal downtime.
- Maintain accurate records of all company IT assets, including hardware, software, and licenses.
- Oversee access management by creating, modifying, and deactivating user accounts and permissions.
- Support onboarding and training of new employees, including setup of computers, phones, and system access.
- Provide day-to-day tech support for staff and coordinate with outside vendors as needed.
- Maintain documentation related to IT processes, SOPs, and configurations.
- Assist with database management and ensure accuracy and integrity of internal systems.
- Support document control efforts for the Assistant Facility Security Officer (AFSO).
- Implement and uphold IT-related SOPs to ensure consistency and compliance across the organization.
- Ensure the company remains up to date on security protocols required by our insurer.

### **What you'll need:**

- 3+ years of hands-on IT experience, preferably in a small-to-mid-sized organization.
- Must be very comfortable with macOS and iOS systems, including setup, troubleshooting, and integration with enterprise tools.
- Strong understanding of Windows environments, network administration, and data security.
- Experience managing hardware inventories, software licensing, and system access.
- Excellent troubleshooting and problem-solving abilities.
- Strong documentation and communication skills.
- Familiarity with cybersecurity best practices and data protection standards.
- Working experience with Claris FileMaker strongly preferred.
- Experience with AFSO or government-related documentation a plus.



### **What's in it for you?**

- **Health and dental insurance:** Fluid Solutions covers 100% of employee premiums; \$100/week for spouse and dependent coverage.
- **401(k):** Eligible after 1 year, with Fluid Solutions matching 100% of your contributions up to 3% of your income and 50% of the next 2%.
- **Paid time off.**
- **Company-provided laptop and cell phone.**

*Note: Compensation and benefits may vary based on experience and company policy.*

### **How to Apply:**

Please submit your resume to: [careers@fluidslc.com](mailto:careers@fluidslc.com)