

COMPANY

Nova Flex is a rapidly growing manufacturer of feature rich and specialty LED lighting and controls. The Company strives to be the lighting service leader focused on the commercial & specification and national account distribution markets. To support its continued sales growth, Nova Flex is seeking an experienced applications and technology professional to ensure its systems scale.

The people at Nova Flex embody the following core values:

- Treat everyone with respect
- Step up for the greater good
- Easy to work with
- Get shit done
- Do what it takes
- Embrace change

Nova Flex operates Traction to instill focus, discipline, and accountability throughout the organization so that everyone can execute at a high level. And Nova Flex works hard to maintain a progressive, fun culture that embraces professional development and personal growth.

POSITION DESCRIPTION

Reporting to the CEO, this position will be responsible for acquiring and applying advanced knowledge of the business, its products, and processes to evaluate and recommend changes to current and future technology system solutions to meet business needs. The Applications Manager will manage and guard the company's information, while enhancing Nova Flex's IT infrastructure, including software selection, integration, and configuration. The Applications Manager will have three direct reports including a Salesforce Administrator, a System Analyst, and a Helpdesk professional.

The position's primary objective is to execute Nova Flex's IT strategy while supporting all departments with information and tools to help the company manage growth and profits. Once these improvements are identified and approved, the Applications Manager will execute the delivery of these projects including designing the overall configuration approach, managing relationships with internal stakeholders as well as external business partners, and ensuring project schedules and budgets are met. The Applications Manager's project management capabilities and ability to select and configure software, as well as manage outside vendors will be key drivers of the company's success. This position requires an individual who is excited about working for a rapidly growing company with cool products and a fun culture.

KEY OUTCOMES

1. Create, execute and complete project plans for software implementation and revise as appropriate to meet changing requirements.
2. Manage internal and external resources within budget and project schedule.
3. Maintain uptime for key systems and ensure data integrity, especially between systems that sync.

JOB RESPONSIBILITIES

Planning, directing, coordinating, and supervising all aspects of the IT Department, including:

Application Strategy:

- Collaborates across all departments to analyze, evaluate, and prioritize business requirements to determine technology needs to support key business processes.
- Identify the need for upgrades, configurations or new systems and report to the Leadership Team.
- Select software applications and deliver solution configuration and integration in a manner that is scalable to meet the company's business needs.
- Coordinate system upgrades, user maintenance, set-up, changes, and other administrative tasks/projects as needed.
- Manages projects (with an Agile approach) while meeting timelines and budgets.
- Promote and ensure universal user adoption of technology, including regular training and appropriate documentation.

Leadership:

- Collaboratively design solutions that fit and promote efficient business processes and deploy solutions timely and accurately.
- Devise and establish IT policies and systems to support the implementation of strategies set by the Leadership Team.
- Oversee and direct employee, contract, and vendor resources. Define responsibilities, establish performance standards, provide oversight, coaching and mentoring.
- Coordinate with IT staff to manage the process of innovative change.
- Assist in building relationships with vendors and creating cost-efficient contracts.
- Exhibits excellent communication, strategic thinking, and analysis skills.

Daily Operations:

- Track project activity; resolve problems; publish progress reports; recommend actions.
- Prepare technical reports by collecting, analyzing, and summarizing information and trends.
- Configure and monitor system integrations to ensure proper data transfer.
- Maintain accuracy of data in all systems.
- Oversee a primarily PC work environment.
- Monitor information backup procedures for all software programs.
- Maintain uptime for B2B website while supporting regular feature updates from marketing.

Demonstrated Capabilities:

- Experience with negotiating software license, service and maintenance fees with various software vendors.
- Experience leading an IT team to grow them as individuals as well as reach company objectives.
- Project Management experience that includes a history of completing software implementations on time and within budget while working with external vendors.
- Experience with the development & implementation of an online customer-facing portal supporting product awareness, education, and other informational content.

QUALIFICATIONS

- Bachelor's degree from four-year college or university with a degree in Management Information Systems (MIS), Computer Science or related field.
- 5+ years of experience in information systems, business operations or related field.
- 3+ years of management experience.
- Ability to communicate effectively and patiently with both technical and non-technical audiences.
- Vendor selection and negotiation skills.
- Experience with order customization and configurators a plus (i.e., CPQ).
- Experience working in a small, rapidly growing company is preferred.

COMPENSATION

- Market competitive salary based on experience + bonus based on results.
- Benefits include medical, dental and vision insurance available the first of the month following start date, HSA with company match, PTO, holiday time off, and 401(k) with up to 4% company match.

NOVA[®] FLEX[®]

Brightening lives for 10+ years, Nova Flex LED makes custom linear LEDs easy!

Leading the LED Industry in Service

Since 2009, when first being asked to cut and solder LED tape prior to delivery, we've been committed to making lighting easy for our customers and Agent partners. It's our mission to deliver the highest level of customer service in the industry and continually expand our product offerings. We've expanded from LED tape to flex neon, channels, universal power supplies and RGBW flood and wall washing fixtures.

Today, our LED lighting products are used in/on stadiums, skyscrapers, hotels, casinos, educational institutions, restaurants, retail stores, health clubs, churches and more across the country. We're second to none in our customization and personalization!