

## **Background:**

Simon Group Holdings (SGH) is a private equity firm and family office that was established in 1985 with the founding of the Atlas Oil Company. The organization has diverse business interests, including energy solutions, logistics and transportation, technology incubation, fuel supply, real estate, aerospace and defense, oil field services, private equity, and insurance solutions.

## **Job Summary:**

The Simon Group Holdings team is looking for a dynamic individual to collaborate, implement, optimize, utilize, and manage all technology systems, processes, equipment, hardware, security, and software within the SGH Headquarters and Atlas Oil Company. This position would be charged with operation and execution of current systems, as well as looking ahead to find areas of improvement and enhancement, including new ways to use technology to enhance everyday work.

This position provides a unique experience to work alongside all companies in the SGH portfolio and work closely with the founder/chairman.

The ideal candidate for this opportunity is highly motivated, systems sophisticated, honest, and transparent, tech savvy, software expert, social, organized, creative, and has the desire to grow their career with a winning team!

## **Primary Responsibilities:**

- Ensure all technology (Office 365, Savant, TV's (including smart TV's and Surface Hub), phones, monitors, computers, Clickshare, Dropbox, Alpha Touch) are functioning and working properly.
- Research, develop a proposal, provide cost estimates, and manage implementation of new technologies to integrate new and advanced systems into current offices; primary those located in Birmingham, MI and Houston, TX. Limited travel may be required.
- Maintain/log all hardware and materials currently used by team (phones, laptops, monitors)
- Streamline onboarding process to ensure all team members have equipment they need, software licensing, and email setup in a timely manner.
- Work with Spire Integrated Systems on Savant upgrades and maintenance at 159 Pierce St.
- Educate team members regarding utilizing and optimizing Office 365 and other services and software currently in use. This could include onboarding training, as well as refresh trainings.
- Familiarize, manage, and enhance company intranet page, SGH Connect, while ensuring the site is always up to date and new team members create their own profiles.
- Assist team with any technology needs for inter-company digital updates/town halls.
- Enhancing security for physical offices and SGH/Atlas network by reviewing cybersecurity options and considering additional insurance protection for the same.

**Required Experience:**

- An undergraduate and/or graduate degree in IT or related field is required. A secondary degree in computer science, information science, systems or network administration or related field will be strongly considered.
- 3 combined years of IT or IT-related experience
- Established track record of dedication to results with a demonstrated knowledge in technology, systems, networks, and processes.
- Customer service skills, agility, organized, detail-oriented and timely follow-up are critical.