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## Seaborn Networks

### Job Description: Director of Information Technology (IT)

Summary: Individual contributor who is a hands-on DIY professional who enjoys working with a small, high-performing team to automate processes, integrate new business processes and workflow into existing systems, manage system upgrades, evaluate and recommend new systems, identify and mitigate/eliminate security risks, manage outsourced desk-top support, and maintain a paperless environment.

The successful candidate will be a change management expert and extremely knowledgeable about ERP, CRM, cloud, software development life cycle, and application integration. You will report directly to the CEO. Your system implementation experience will help our systems grow as we do.

#### **Key Responsibilities:**

- Planning, organizing, and execution of all IT functions including the support and maintenance of existing applications and development of new technical solutions staying a step ahead of the needs of the organization.
- Oversee all technology operations and evaluate them according to established company objectives
- Devise and establish IT policies, standards and systems to support the implementation of strategies set by management
- Continually analyzing the business requirements of all departments to determine their systems requirements and develop a roadmap to provide solutions.
- Offer strategic differentiators based on the creative implementation of technology... ie Capacity on Demand, Customer Portals, etc.
- Ensure IT systems and people are functioning within the limits of budget, time and specifications of the company

#### **Knowledge & Skills Required:**

##### Products

NetSuite and Add-Ons (Riva, Zone, AvidXchange, Visual Compliance)

DocuSign, Office 365, Exchange, Outlook, Dropbox, Expensify, Webex, JumpCloud

##### General Systems

Network Systems, ERP Systems, CRM Systems, Email Systems. Website Development

Security, Mac, iPhones

##### Technical Skills

Application Integration, Report writing, Saved Search and Query Writing, SQL Statements, Scripting, XML, Workflow

##### Business System Skills

Software Development Life Cycle, Solution Implementation, Project Management, Accounting, Multi-Currency, Multi-Book, Multi-Language, Inter-Company, SFA and CRM



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### NetSuite

Adaptive Financial Planning, Budget vs Actual , Reports and Dashboards, Collections, Customer Facing Portal

### Management Skills

Proactive creation of roadmaps

Proactive development of innovation projects, continuous improvement plans

Constant Reimplementation

Budget Control and Responsibility

### Roles and Responsibilities

Application Administration (NetSuite, AmDocs, Office 365, Exchange)

New Release Previews and Rollouts

Solution Evaluation and Selection

Implementation Planning and Execution

Security and Privacy Compliance

Backup and Disaster Recovery Planning

Corporate Standards

Mobile device management and security

Help Desk

Training

All Locations (Beverly, Sao Paulo, New Jersey)

### Sample Project List

Backup and Disaster Recovery Plan, Security and Privacy Plans (i.e. compliance with MA 201 CMR 17.00)

Webex Replacement, Performance Management System, Investor Relations Management, Knowledge

Management, Mobile Device Management & Security, Website Search Optimization, Dropbox Optimization

### Other Job Details

Location: Beverly, Massachusetts

Term: Permanent

Employment Type: Full Time

Reporting: To CFO

Travel: Yes. Periodic overnight travel as necessary, some of which may be international.

Company Info: Seaborn is a developer-owner-operator of transoceanic subsea fiber optic cable systems, with the first route built being from New York City to Sao Paulo, Brazil. Additional information regarding Seaborn can be found at [www.seabornnetworks.com](http://www.seabornnetworks.com)

Seaborn conducts background checks, including reference checks, for all final applicants.