MIS Specialist

Position: MIS Specialist
Contact: hr@mftech.com

Summary: The innovative student will be the subject matter expert for the new, and highly effective, enterprise-wide software system through Compex Integrated Systems. He/She will be responsible for monitoring, maintaining and building new dashboards.

Due to the nature and sensitivity of information being handled, the candidate must be a U.S. citizen or Green Card holder.

Goal: Once the assignment is completed, the candidate will have valuable experience, working knowledge of a cutting edge, enterprise wide system, dashboard maintenance, and build lasting professional relationships.

Qualifications:
- Current MIS major student with a 3.0 GPA minimum.
- U.S. Citizen/Green Card holder.
- Curious and willing to take risks
- A motivated, highly driven self-starter
- Network Infrastructure and Troubleshooting
- Windows Server administration (including Active Directory)
- Enterprise-scale analytics solutions
- Experience with SQL based databases required
- Must have the ability to manipulate and format cells.
- Must be attentive to details and have the ability to follow instructions.
- Must be comfortable with and have the ability to navigate different systems.
- Familiarity with common business practices and roles (accounting, finance, production, etc.)

Essential Duties and Responsibilities:
- Administration of ERP software. (Compex Metfin)
  - Bug reporting and follow up with vendor
- Construction of custom reporting through Qlik Sense
  - Compiling new ata sources (from DBs, flat files, etc.)
  - Building visualizations and dashboards for internal department
- Become familiar with and learn to navigate the Compex system.
- Technology infrastructure configuration and troubleshooting
- General IT responsibilities
- Assist IT consultant with special projects
- Conduct reporting as necessary
- Monitor daily activities within the program
- Display ethical and professional behavior in working with other employees, staff and outside vendors.
- Other Duties as assigned.