Here at Bradford-Scott Data Corporation, our outstanding team members are dedicated to providing exceptional customer service and support to all clients. Because of this commitment, Bradford-Scott has experienced growth on all levels. Our continued growth in the future is limitless due to our devoted staff and always growing group of loyal clients. Are YOU ready to join the Bradford-Scott team?

The primary responsibility of the **Hardware Manager** is to lead and support the hardware service analysts and project team members.

Essential Functions and Responsibilities, include but are not limited to:

- Oversees and manages the hardware team in areas of client support and projects ensuring that support cases are resolved in a timely manner and projects meet deadlines.
- Manages resources across multiple projects.
- Plans and manages multiple parallel projects through the entire project lifecycle.
- Organizes the activities of the team; assigns personnel to various projects and directs their activities when needed. Ensures timely completion of projects and support cases.
- Coordinates activity with other managers when projects involve multiple departments.
- Monitors project plans and keeps abreast of activities outside the team that may impact the team or client environment.
- Manages project risks, issues/problems and monitors progress to ensure project goals are achieved.
- Promotes the Bradford-Scott mission statement.
- Maintains professionalism and positive morale.

Hardware Manager Requirements:

A successful hardware manager must demonstrate excellent leadership and problem solving skills. They will need to have strong oral/written communication skills in order to effectively engage with clients, vendors, and staff. A successful hardware manager needs to understand customer service and be team-oriented. They will have good management and organizational skills. They need to be detail oriented and able to handle multiple tasks in an ever changing, fast-paced environment.

- 2+ years in banking and/or data processing is preferred; and 2+ years management experience required.
- 3+ years of program/project management experience with multi-group, multi-disciplinary projects in a software development and application infrastructure environment is preferred.
- Bachelor's or higher in Business or Computer Science or related degree is required.

This position is classified as Exempt.

Please contact Courtney at cbowlin@bradfordscott.com for more information.