



Loen Nursery, Inc.
Wholesale Growers & Suppliers of High Quality Plants

Network / IT

Loen Nursery Inc. is a grower and supplier of high-quality nursery stock with a retail and Landscape contractor's nursery supply yard in Sherwood, Oregon and a growing facility in Aurora, Canby, Hubbard & Woodburn, Oregon. We ship throughout Oregon and all over the United States. We are looking for a Computer IT person to keep our company up and running.

Job responsibilities:

- Develop and document computer training procedures
- Maintain and administer Windows Active Directory, Print, File and SQL servers
- Evaluate and implement software that matches company's business needs
- Maintain and administer Office 365 cloud environment
- Server back-up and overall cyber security
- Troubleshooting issues with desktop, copiers, tag printers, fax machines, printers, VoIP phones and networking equipment
- Reporting status of IT projects to company owner
- Build custom SQL reports as needed
- Website design and improvement
- Setting up and configuring hardware to meet business needs
- Manage 3rd party vendors and service companies
- Maintain security system including cameras and alarm

Qualifications:

- 4 year degree in Computer Science or related field
- Website building
- Software: Microsoft Office and SQL
- Minimum 3 years of experience
- Microsoft Dynamics experience

Benefits: Medical, Dental and Vision, paid holidays, sick and vacation leave

Currently using SBI, Microsoft Office and Access, Bartender Tagging Software, Adobe Creative Suite. Salary based on experience. Please send cover letter and resume to hr@loennursery.com.