



200 Capitol Way  
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## Career Opportunity: Information Technology Lead

Burrus Brothers & Associated Growers – Jacksonville, IL

### Job Description

Burrus Seed is seeking an experienced information technology manager to join our team. The IT Lead position consists of planning, directing, and coordinating information technology activities to maximize the strategic use of technology at Burrus. We are seeking a dedicated candidate with experience in the information technology field to assist in the stability and advancement of IT activities in our organization.

### Duties & Responsibilities

- Analyze the organization's short and long-term information technology needs and make recommendations
- Oversee upgrades and improvements to existing hardware and software systems
- Maintain current information security/backup policies while recommending and implementing necessary improvements to ensure data security
- Current understanding or willingness to learn Microsoft Access and Sugar CRM customizable software systems
- Troubleshoot hardware and software system issues with outside vendors and consultant help when necessary
- Continued development and utilization of Office 365, including improved utilization of SharePoint and OneDrive
- Monitor and maintain the server, network and phone system with outside support
- Part of the team dedicated to improving our industry specific software systems, MyFarms and SeedWare
- Train and provide technological support to employees
- Coordinate technology at training events and customer meetings

### Required Skills & Experience

A Bachelor's degree from an accredited institution of higher education is required, as well as experience in information technology field. The candidate should possess group and interpersonal communication skills. The candidate should display strong organization skills, an ability to provide and take direction and a strong work ethic.

### Desired Skills & Experience

Self-starter, team player, flexible, and approachable. Experience in various aspects of information technology desired. Experience with the development and implementation of hardware and software programs desired.

### Company Description

Burrus Hybrids, founded in 1935, is a multi-generational, family owned, land based corn, soybean, and alfalfa seed company with a multi-brand strategy providing consistent performance and outstanding value to Midwest growers. The Burrus sales footprint encompasses Illinois, eastern Iowa, northern Missouri, southern Wisconsin and western Indiana.

### Additional Information

Type: Full time, salary

Reports to: CFO

Office Location: Burrus headquarters – Jacksonville, IL

**Interested candidates, please submit resume to [brian.hornbeek@burruseed.com](mailto:brian.hornbeek@burruseed.com).**