



***Information Technology Coordinator/Data Technician, Data and Graphics Services Division  
Speedway, IN***

Wilcox Environmental Engineering, Inc. has an opening for an entry level (0-2 yrs experience), Full-Time Information Technology Coordinator/Data Analyst. This position is located at the Speedway, IN location. The IT Coordinator/Data Analyst position involves the following primary activities and responsibilities, which provide technical support to Wilcox Staff related to hardware, software, and other technologies utilized in our business:

- Provide technical support for Windows workstation software, hardware, and network assets.
- Manage Office 365 environment.
- Set-up new computers and assist with deploying software as needed.
- Monitor Wilcox's internal network status and review alerts and recommendations for action.
- Assist in set-up and coordination of remote conferencing services and audio-visual equipment for company events and meetings, including some evening events.
- Other technical activities as assigned to meet project and company objectives.

This position requires a strong understanding and proficiency with the Microsoft Windows Server operating environment, MS Office 365, Windows 7 and 10 OS, MS Group Policy Management, Internet software, multimedia software, and security software. Experience in server and network management as well as command-line scripting is a plus. The position also requires well-developed computer, organizational, and communication skills; attention to detail; the ability to simultaneously work on multiple project tasks; and willingness to learn a wide range of technical software and tasks. This position will require limited travel and evening/weekend hours.

**To Apply**

***Please send your resume with cover letter to Human Resources at [careers@wilcoxenv.com](mailto:careers@wilcoxenv.com).***