



Example of Information Systems Specialist Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is hiring for an information systems specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for information systems specialist

- Conduct unit tests, functional tests, and integration tests according to unit test checklists, functional test plans, and integration test plans
- Analyze impact of changing configuration on other systems and/or interfaces
- Lead the technical design and implementation of an ISO and OHSAS standard based EHSQ information management system using Intellex Technologies' web-based application
- Ensure the information management system is designed for the diverse nature of the enterprise, is efficient, promotes continual improvement, supplies leading indicator metrics, supports current operations and provides for expanded global operations that are in compliance with the many legal and other requirements facing the company, ultimately growing profitability and stakeholder value
- Establish and maintain a trusted relationship with internal customers in order to help achieve function goals through the use of technology
- Manage the system development to support generation of EHSQ metrics that promote continual improvement
- Tests and evaluates all new versions of the Clinical Information Systems before implementation at beta sites
- Performs project management activities on small to medium sized projects that results in changing or re-engineering business processes
- Manage project and program efforts to insure timelines are maintained
- Applies advanced knowledge of Accounting Principles, Systems Development

insures internal controls, audit trails, and reporting requirements will be maintained in an efficient and effective manner

Qualifications for information systems specialist

- Minimum Bachelors and 10 years of Mainframe transformation program experience
- 8 years ITIL Experience, working with multi-vendor technology teams, technical specialization Possess knowledge of various technologies in both mainframe and enterprise platforms
- Strong MS Office, specifically MS Excel, Word, Visio, PowerPoint skills required
- Bachelor's Degree, or non-US equivalent
- Knowledge and experience using SAP GTS (Global Trade Services), preferred
- Industry or technical knowledge