



## JOB OPENING

**Position:** Information Technology Specialist  
**Department:** Operations  
**Position Type:** Regular Full Time – Exempt  
**Location:** Baker Publishing Group  
6030 E. Fulton Rd.  
Ada MI 49301

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Baker Publishing Group, based near Grand Rapids, Michigan, is accepting applications for a full-time Information Technology (IT) Specialist. The primary responsibilities of this position include maintaining personal computers, servers, printers, networks, software, and internal databases. The person in this position will also be responsible for preparing proposals for technology purchase and providing for training for employees as needed for computer hardware and software, as well as acting as backup for other IT staff.

We seek candidates who possess a postsecondary degree in a pertinent field such as computer science and training in varied technologies used in information systems support, specifically including Active Directory, Citrix, DHCP, DNS, Exchange Online, Group Policy, IBM iSeries, SCCM, SQL, Sysprep, WSUS, XML, and relational databases including FileMaker Pro. In addition to all necessary technical knowledge and abilities, candidates should demonstrate strong service, problem solving, and communication skills.

Starting salary and rank commensurate with demonstrated qualifications and experience. As a full time position, benefits provided include health, dental, group life insurance, short- and long-term disability insurance, paid time off, 401(k) after one year, and others.

**For more information or to apply**, email (with cover letter and resume as attachments) [jobopenings@BakerPublishingGroup.com](mailto:jobopenings@BakerPublishingGroup.com). Include the words "IT Specialist" in the subject line. Alternately, mail these materials to the above listed address.

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