



IT Administrator & Software Engineer Job Opening

Salary Range

\$60,000.00 to \$75,000.00 a year - Full-time

About

Array of Engineers (AoE) is home to a talented group of innovators, STEM promoters, community collaborators, and engineers. We create embedded software, hardware, and firmware solutions for customers in government and across the commercial sector for safety critical applications. Our success is based on operating as a unified team, producing creative and efficient solutions, continually learning and utilizing cutting edge technologies in our projects, and investing in our community through mentoring younger generations in STEM. From the Department of Defense to local customers in West Michigan, our engineering solutions are enhancing the way our partners do business in the aerospace, space, defense, and medical device industries. Array of Engineers offers a flexible working schedule, numerous benefits, and a culture of innovation and mentorship.

We are currently seeking an enthusiastic candidate to join our team in a full time position in a dual role as **IT Administrator and Software Engineer**. This unique hybrid role offers the best of both worlds, with 20 hours a week as an IT Administrator and 20 hours a week as a Software Engineer. You'll have the chance to expand your skill set across two dynamic areas—managing IT infrastructure while also contributing to innovative software development projects. If you enjoy variety and thrive in a flexible, hands-on environment, this position provides a perfect blend of technical challenges and growth opportunities. Whether you're troubleshooting systems or building cutting-edge solutions, every day will offer something new! **Please note: this position is located in Grand Rapids, Michigan, and is an on-site position.**

As the **IT Administrator**, you will be responsible for managing the company's migration from a Managed Service Provider to a comprehensive in-house IT infrastructure, ensuring a seamless transition, optimizing internal systems, and providing ongoing support to meet the evolving needs of the organization. You'll play a key role in maintaining smooth day-to-day operations and implementing security best practices, helping keep data secure and systems reliable.

As a **Software Engineer**, you will be responsible for designing, developing, and maintaining software solutions for embedded systems in safety-critical applications. Your role will involve working with hardware and low-level software to ensure the reliability and functionality of systems that meet rigorous safety standards. You'll collaborate with cross-functional teams, including hardware engineers and quality assurance specialists, to design robust, high-performance, and fault-tolerant software. Your tasks will include writing efficient, deterministic code, performing rigorous testing and validation, and debugging complex issues in embedded environments. You will ensure compliance with safety certifications, focus on reducing risks, and contribute to the creation of systems that meet the highest safety and reliability standards. Ideal candidates will have strong experience in embedded programming, a

solid understanding of software development, and a passion for creating reliable systems that save lives.

The ideal candidate for this position is proactive, exceptionally process-driven, organized, service-oriented, appreciates technical challenges and has some experience in networking and systems administration.

IT Administrator Responsibilities

- Maintain and troubleshoot servers, network devices, and hardware to ensure optimal performance. Monitor network health and resolve connectivity issues. Implement and manage firewalls, antivirus, VPNs, and backups. Support compliance with relevant data protection regulations in collaboration with the AoE Security Team.
- Provide technical support for company software applications, workstations, and mobile devices. Provide provisioning and sanitization of workstations and manage image baselines. Evaluate new software, software licenses and perform regular updates and patching.
- Assist staff with IT-related issues and provide basic training on company software, policies, and best practices.
- Setup and maintain access permissions for company information systems and cloud environments. Coordinate tools and licensing access.
- Document network and system configurations, maintenance activities, and troubleshooting procedures. Provide regular reports on IT status and support incident response.
- Coordinate with third-party vendors for IT equipment purchases, repairs, and service agreements. Ensure cost-effective management of IT resources.

Engineering Responsibilities

- Design, develop, and implement software solutions that meet the needs of our business and customers.
- Write clean, scalable, and efficient code with attention to best practices and testing.
- Collaborate with cross-functional teams, including product managers, designers, and other engineers, to deliver high-quality software products.
- Participate in code reviews, troubleshoot, and debug applications to optimize performance and fix issues.
- Maintain and improve the existing codebase, refactoring when necessary to improve efficiency.
- Stay up-to-date with emerging technologies and industry trends to ensure the software solutions are innovative and competitive.
- Write technical documentation for software applications and provide support to the development team as needed.

Qualifications

- Associate's degree in IT, Computer Science, Computer Information Systems, or a related field (or equivalent experience).

- 1-3 years in IT Administration or a similar role, ideally within a small to mid-sized business environment.
- Proficiency with Windows, MacOS, and Debian Linux operating systems, experience with network management (routers, switches, firewalls), and familiarity with cloud services (e.g., Google Workspace).
- Understanding of network administration, firewall configuration, VPNs, and data backup solutions.
- Strong troubleshooting abilities, excellent communication skills, and the ability to manage multiple tasks and priorities effectively.
- Experience with one or more programming languages such as C, C++, Python, Verilog, Bash, Typescript, Angular and/or JavaScript.

Additional Preferred Skills

- Enjoy learning and adapting to the needs of a small but growing company.
- Share company values and contribute to company culture.
- Proficient in verbal, written, and interpersonal communication.
- Experience working with Cisco networking products.
- Experience with Google Workspace.
- Experience with Cloud DevOps environments
- Experience with software testing and development pipelines (e.g. GitLab).

Preferred Certifications

- CompTIA certifications (e.g., Network+, Security+)
- Cisco Certified Networking Associate (CCNA)
- Google Workspace Administrator

Candidates must be legally authorized to work in the United States without company sponsorship, now or in the future.

Additional Information:

This position is fully onsite at 2350 Oak Industrial Dr NE in Grand Rapids, Michigan. Our office setting is very collaborative, warm, welcoming, and fun! Array of Engineers works hard to foster a creative, innovative, community-focused, and positive workplace culture, where we strive to have fun while solving complex problems!

Benefits

- Fringe benefits that support in areas like health, financial security, and personal/professional growth that create a comprehensive compensation package for employees that go beyond just a paycheck
- Company 401(k) matching contribution and financial advisor planning
- Highly competitive and generous health insurance, dental insurance, vision insurance, life insurance, short term disability, long term disability, and employee assistance program (EAP)
- Very generous and flexible PTO policy

- Paid maternity and paternity leave
- Opportunities for personal and professional growth by attending trainings, conferences, and other networking possibilities
- 40 hours per week that highly promotes a work-life balance environment with flexible working schedules
- Bonus opportunities
- Numerous team events throughout the year to promote collaboration and fun including board games at lunch, weekly yoga, pumpkin carving, AoE garden, chili cookoff, summer picnic, lunch and learn training opportunities, and an annual summer team building retreat
- Fully stocked refrigerator and pantry full of healthy snacks to provide essential nutrients for ingenious cognitive processes

Array of Engineers is an Equal Opportunity and Affirmative Action Employer. Array of Engineers is committed to ensuring equal employment opportunities for all job applicants and employees. Employment decisions are based upon job-related reasons regardless of an applicant's race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, marital status, genetic information, protected veteran status, or any other status protected by law.

Interested candidates please send resume to **info@arrayofengineers.com**.