



Position: Infrastructure/Data Management Lead

About Organize To Scale™

<http://www.organizetoscale.com>

Organize To Scale™ helps real estate syndicators and content creators get way more done with way less headache.

We accomplish this by building strong processes and teams around their vision, mission, and values so that their business can scale without breaking the bank, losing precious time, delaying execution, and frustrating the hell out of everyone, including their spouse. ;-)

Operational chaos ... Inadequate processes ... Wrong People in the Wrong Seats ... Not enough time ... the list goes on! BUT, this all is a thing of the past for our clients!

Our passion is empowering mission-driven leaders to thrive in their Sweet Spot! Freeing them up to spend their energy and focus building strategic relationships, generating leads, creating content, closing sales, and doing deals.

We do this by leading, managing and holding accountable the team THEY need to scale their business.

Position Summary:

Reports to: Chief Executive Officer

The successful Infrastructure Lead develops and maintains data-oriented systems to meet internal and external needs. Duties include developing systems, standard operating procedures and policies for data management, assisting colleagues in performing infrastructure setup and data-related tasks both for internal teams and external partners. Supervise the implementation and maintenance of OTS' overall systems needs.

The successful candidate will have improved skills, a proven professional experience, and a detailed knowledge of industry best practices.

Job Responsibilities:

- Manage infrastructure setup/maintenance and computer systems
- Plan, organize, control, and evaluate technical and electronic data operations
- Lead tech team by training and coaching employees, communicating job expectations, and appraising daily performance
- Design, develop, implement, and coordinate systems, policies, and procedures
- Ensure security of data, network access and backup systems

- Act in alignment with user needs and system functionality to contribute to organizational policies
- Identify problematic areas and implement strategic solutions
- Perform any additional tasks as required by OTS and its clients

Qualifications:

- Proven working experience as a Data Management or Infrastructure Lead or relevant qualifications
- Excellent knowledge of data management, information analysis and computer hardware/software systems
- Hands-on experience with computer networks, infrastructure administration and network installation
- Ability to manage and coach teams with trust and transparency
- Experience working with G-Suite, Microsoft Office, Infusionsoft, WordPress a plus
- Ability to work independently and thrive in a fast-paced environment
- Excellent communication skills, both written and verbal
- Above-average time management and multi-tasking skills
- Use critical thinking and analytical skills to identify alternative solutions, conclusions or approaches to problems
- Motivated, goal oriented, persistent
- Start-up experience is highly preferred

Personal Attributes:

- Achievement driven with a strong sense of urgency
- Positive attitude; a proactive thinker
- Strategic problem solver
- Comfortable with fast paced environment with changing priorities
- Independent and practical thinker
- Ability to lead self and others

Location:

This position is 100% remote with occasional travel for company events.

Compensation:

Organize to Scale offers a competitive wage as a 1099 contractor with potential for bonus compensation.