IT Solutions Advisor

Wolverine Pipe Line Company is a transportation service company, headquartered in Portage, Michigan and incorporated in 1952. We have over 85 employees in the three states we operate - Michigan, Indiana and Illinois. Wolverine operates 700+ miles of active steel pipeline, connecting Chicago refineries to terminals in Michigan and Northwest Indiana and moving product west to east. We transport over 350,000 barrels or 14.7 million gallons of refined products a day. Wolverine also provides approximately 30% of Michigan's daily refined products supply. We deliver the products that fuel the nation.

Wolverine does not own the product we ship. We are strictly a transport vehicle for our customers, much like UPS or FedEx is for packages. The Federal Government regulates the tariffs Wolverine charges to transport products between origins and destinations.

Why Should You Apply?
- We hire for the long term and we invest in your success.
- We offer an outstanding benefits package that includes medical, dental, vision, paid vacation and holidays and 401k with company matching and additional company contribution after one year of service.
- Excellent compensation.
- Low employee turnover rate.

Benefits:
Wolverine offers a competitive Total Rewards Package that consists of:
- Medical/ Dental/ Vision Insurance
- Life Insurance Plans
- Paid Time Off
- Tuition Assistance
- 401(k)
- Employee Recognition Programs

Summary of duties and responsibilities:
This position oversees devising, configuring, operating, and maintaining both software and networking systems. They objectively analyze desired processes and outcomes and advise on the right combination of IT systems and components to achieve specific business, department, team, or functional goals.
- Understand the desired business or departmental strategy and outcome.
- Break down those outcomes into defined parts including products, processes, and functions.
- Decide on the right architecture to achieve what they have defined.
- Understand software, hardware, and user interactions, integrations, and interfaces.
- Advise project teams on implementing their recommended solutions.
- Occasionally serve as a Project Manager and lead special projects.
- Primary support for IT Controls compliance.

Essential duties and responsibilities: (Not all inclusive)
- Provides support for management of change for systems/applications and business processes.
- Supports several software programs including but not limited to AvePoint, Frontline, IPATSS, Nintex, Replicon.
- SharePoint administration - installing, configuring, and upgrading SharePoint systems, managing system operations and services, helping to train and support business users on SharePoint usage and backing up SharePoint data.

- Analyze business strategy and discuss all key areas and initiatives with business area managers, translate those requirements into a demand for new or enhanced IT capabilities over the short-, medium-, and long-term.
- Analyze and understand what specific IT capabilities are needed, define this in system architecture documents for each major initiative.
- Build out planned IT architecture models, recommend specific IT hardware, software, methodologies, and approaches to help the business achieve the desired outcome.
- Advise project teams on recommended solutions to help ensure it aligns with both business goals and user needs.
- Plans, conducts, and may direct the analysis of complex business issues to be solved with information systems.
- Plans and creates detailed specifications for information systems to meet business requirements.
- Provide support to the organization including site assessment, application demonstrations, application implementation, and application training.
- Assist in Managing IT Controls documentation compliance and advises organization on IT Controls best practices.
- Participate in internal assessments as needed.
- Perform other related duties as required.

Education, prior work experience, and specialized skills and knowledge:
- Bachelor's degree in areas such as computer science, computer engineering, information systems, or 8 to 10 years of related work experience.
- Working knowledge of DNS, SMTP, IIS 6&7, SQL, Active Directory, M365 environment.
- Experience conducting technology, trends, standards, and products research.
- Solid understanding of network, systems application development and deployment.
- Strong analytical, problem-solving, and conceptual abilities.
- Excellent verbal and written communication skills.
- Strong customer service skills.
- Ability to prioritize tasks, especially when under pressure.
- Demonstrated leadership and collaboration abilities.

Physical Environment/working conditions:
- Normal office environment
- Occasional travel
- Occasional climbing stairs, standing, walking, kneeling, stooping, and bending
- Frequently reaching for and gripping objects
- Ability to lift up to 40 lbs.
- Frequent sedentary position
- Frequent telephone use and reading
- Frequent use of office equipment

Other: Access to proprietary and confidential information

It is the policy of Wolverine Pipe Line Company to provide equal employment opportunity in conformance with all applicable laws and regulations to individuals who are qualified to perform job requirements regardless of their race, color, sex, religion, national origin, citizenship status, age, physical or mental disability, veteran or other legally protected status. Preemployment drug testing applies to all selected candidates.