

LifeSpeak Inc.



Job Title: Associate Director, Corporate Technology

Reports To: Director, Corporate Technology

Status: Full Time, Salary

LifeSpeak Company Overview:

LifeSpeak Inc. is the leading whole-person wellbeing solution for employers, health plans, and other organizations. LifeSpeak Inc.'s suite of digital solutions allows organizations to provide best-in-class content and expertise at scale, empowering individuals to live their healthiest lives. As the parent company to LifeSpeak *Mental Health and Resilience*, LIFT session *Fitness*, ALAViDA *Substance Use*, Torchlight *Parenting and Caregiving*, and Wellbeats *Wellness*, LifeSpeak Inc. provides a flexible portfolio of wellbeing solutions across mental health, wellness, fitness, nutrition, substance use, and caregiving. LifeSpeak Inc. has more than 30 years of collective experience working with Fortune 500 companies, government agencies, insurance providers, and others across the globe. Insights from LifeSpeak Inc.'s digital and data-driven solutions uncover gaps in wellbeing at the individual and organizational levels, ultimately enhancing workplace performance outcomes.

Passion :

Operate with a sense of urgency, enthusiasm, initiative, and commitment **Authenticity** – Deliver genuine experiences that foster meaningful connections **Integrity** – Commit and execute with honesty, credibility, and reliability **Innovation** – Continue to lead in the wellbeing industry in ways to engage more people **Collaboration** – Work together as a TEAM to meet our clients' and business' objectives

Position Description:

LifeSpeak has an opening for an Associate Director, Corporate Technology who will play an important role in the day-to-day operations and support of systems and users within the LifeSpeak environment. This position is dedicated to delivering a customer experience that continuously adds value to our internal and external clients.

Responsibilities:

- Administer and maintain internal IT systems
- Microsoft 365
- Diagnose and resolve complex technical issues
- Provide support for escalated technical issue tickets
- Azure Active Directory and Active Directory User Administration
- Azure Administration and Cost Management
- Managed File Transfer (MOVEit Transfer and Automation)
- Wellbeats Platform - client SSO configuration
- Monthly Windows Server Patching

- Network Switch, Firewall and WiFi Administration
- DNS and Certificate Management
- Equipment procurement
- Other Administration and Technology: LinkedIn Sales Navigator, Bitwarden, Synology NAS, Datto RMM, SendGrid, Nodus ePay,
- Perform other IT related tasks as delegated by management

Requirements:

- Five plus years of experience with Windows Server operating systems
- Solid understanding of LAN/WAN networks
- Knowledge of system security techniques
- Good problem solving and communication skills
- Ability to work across business units
- Ability to interface with external partners and clients

Bonus:

- Dynamics 365 CRM Administration
- Microsoft SQL Server and SSRS Administration
- PowerShell scripting

Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive pay, unlimited paid time off, generous benefits package, remote work, and many employee perks. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning, and culture.