

Job description

Job Overview

Westak is an Equal Opportunity Employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics. We focus on our people and provide opportunities to develop your skills, further your career, and achieve your goals.

We are seeking an experienced IT Manager to oversee our organization's technology infrastructure and ensure the smooth operation of our IT systems. The ideal candidate will be responsible for managing IT projects, supervising technical support staff, and implementing effective IT governance strategies. This role requires a strong understanding of network systems, business continuity planning, and the ability to adapt to changing technological landscapes.

Summary:

The Corporate IT Manager position reports to the Chief Technology Officer (CTO) and is responsible for the on-going development and maintenance of the corporate IT infrastructure.

Essential Job Duties and Responsibilities:

- Manage and maintain all IT infrastructure, including servers, networks, workstations, printers, and peripherals.
- Oversee the support of all Office 365 and office administration systems and software, including all corporate software licensing requirements.
- Manage the implementation of all internal networking configuration, both wired and wireless.
- Lead IT projects such as system upgrades, software implementations, and cybersecurity initiatives.
- Manage and support cloud services such as Microsoft Azure, AWS, and Google Cloud, including virtual machines, cloud storage, backups, and user access.
- Oversee integration between on-premises systems and cloud-based platforms (e.g., ERP, CRM, file sharing).
- Ensure secure and efficient cloud usage across the organization, including identity management (e.g., Azure AD, IAM policies).
- Evaluate and implement cloud-based tools or services that can streamline manufacturing or business operations.
- Provide day-to-day helpdesk support and troubleshooting for users across multiple departments.
- Collaborate with manufacturing and operations teams to identify opportunities to improve productivity and automation through technology.
- Ensure robust data backup, disaster recovery, and cybersecurity protocols are in place and current.
- Manage relationships with third-party IT vendors and service providers.
- Monitor system performance and implement proactive improvements.
- Develop and maintain IT policies, procedures, and documentation.
- Identify, recommend, design, implement, and maintain cost-effective technology solutions supporting the company in achieving its objectives.
- Able to recommend IT infrastructure evolution to management, showing performance and cost benefits.
- Manage the IT budget and recommend cost-effective solutions.
- Manage IT resources and vendors to support the rollout of new technologies and services to users.
- In-office or on-site attendance is required.

Essential Education and Qualifications:

- A minimum of 5 years of experience in Information Technology.
- A minimum of 3 years of experience managing server and network infrastructure.
- Experience with Microsoft Azure, AWS, or Google Cloud services in a business or hybrid IT environment.
- Understanding cloud networking, security, backup strategies, and cost management.
- Ability to support users and teams leveraging SaaS and cloud-native applications.
- Experience administering an enterprise network including DNS, DHCP, Group Policy and Active Directory.
- Experience administering Microsoft Server and Microsoft Exchange or equivalent systems.
- Experienced with Cloud based Networking configuration and services, such as Microsoft Azure, AWS, Google Business Solutions.
- Knowledge of ITAR regulations and experience implementing IT security measures in compliance with export control laws.
- Familiarity with standards such as NIST 800-171, CMMC, and DFARS, especially in relation to manufacturing or defense contracts.
- Proven management and leadership attributes - in particular: strategic thinking, qualitative and quantitative problem solving, and risk management.
- Proven ability to meet deadlines and project milestones.
- Strong interpersonal skills, relationship-building and experience working in a collaborative environment with diverse levels of technical competency.
- Experience with sourcing, contracting, and managing outside vendors.
- Experience with legacy hardware and operating systems strongly preferred.

Preferred Qualifications:

- A minimum of 1 year of experience with Linux operating systems; CentOS/RHEL preferred.
- Experience with virtualization; VMware and Hyper-V preferred.

Physical Requirements:

- Lifting: Ability to occasionally lift and/or move up to 50 pounds.
- Sitting: Prolonged sitting or standing at a desk working on a computer or computers.
- Standing and Walking: Ability to walk up and down stairs, stand walk to various locations on or off site for meetings or to assist with technical issues.
- Repetitive Motion: Repetitive hand motion, handle or feel, and to stand, walk, reach or bend.
- Reach and Bend: Reach with hands and arms. Bend at the hips and knees, or stoop.

- Climbing: Climb stairs, climb and balance on ladders.
- Communication: Ability to speak clearly and hear well enough to communicate effectively with colleagues, vendors, and contractors.
- Other Requirements: Must be able to work in an office environment. Work outside of standard office hours, including weekends as needed. Travel via public transportation to additional domestic locations occasionally.

****Due to ITAR regulations, this position is only open to US Persons. ITAR defines a U.S. Person as a U.S. Citizen, U.S. Permanent Resident, Political Asylee, or Refugee.****

Job Type: Full-time

Pay: \$100,000.00 - \$150,000.00 per year

Benefits:

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Day shift
- Monday to Friday
- Weekends as needed

Ability to Commute:

- Sunnyvale, CA 94089 (Preferred)


Work Location: In person

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