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|  | **JOB AND ROLE DESCRIPTION** |

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| **Position Name** | IT Specialist | **Company** | RCG |
| **Job purpose** | As an IT Specialist, you will play a crucial role in our IT department, taking charge of various development and maintenance tasks. Your primary responsibility will be to develop, implement, and maintain software solutions using a wide range of programming languages: **HTML, CSS, and PHP.** Additionally, your expertise in platforms such as WordPress, Shopify, DIVI, and Zoho will be essential in managing our websites, e-commerce stores, and business operations. Help desk support for all collaborators and clients**. Microsoft Office and 365.** Knowledge of graphic design for social media posts and front-end development will be considered a significant advantage. | | |

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| **REQUIRED QUALIFICATIONS** | |
| **Education** | |
| * Bachelor’s degree in computer science, Information Technology, or a related field. * High proficiency in English (Writing, Speaking, Listening) | |
| **Training or Expertise** | |
| * WordPress, Shopify, DIVI, and Zoho to manage and optimize our websites, e-commerce platforms, and business operations. * HTML, CSS, and PHP * RingCentral or Voice IP. * Microsoft Office Support: Accounts creation, and support. | |
| **Experience** | * Minimum of 4 years of professional experience in IT roles, with a focus on software development and maintenance. * 1 or more years working for USA-based companies. |

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| **JOB FUNCTIONS** |
| * Develop and maintain software applications and systems using HTML, CSS, and PHP. * Collaborate with cross-functional teams to gather requirements, design solutions, and implement new features. * Troubleshoot and resolve software bugs, ensuring optimal performance and reliability. * Perform regular system updates and maintenance to ensure the smooth functioning of applications and websites. * Implement effective security measures to protect company data and systems from potential threats. * Utilize your expertise in WordPress,DIVI, Shopify, and Zoho to manage and optimize our websites, e-commerce platforms, and business operations. * Provide technical guidance and support to team members, sharing your knowledge and promoting professional growth within the IT department. * Knowledge of graphic design principles for creating visually appealing social media posts and front-end development for website enhancements. * Stay up to date with the latest industry trends, emerging technologies, and best practices to continually enhance our software solutions. * Voice IP support. * Creation and Support regarding Microsoft Office and 365. * Domain creation, and Host connections. |

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| **REQUIRED SKILLS** |
| * Bachelor’s degree in computer science, Information Technology, or a related field. * Minimum of 4 years of professional experience in IT roles, with a focus on software development and maintenance. * Extensive knowledge and hands-on experience with HTML, CSS, and PHP. * Proficiency in WordPress, DIVI, Shopify, and Zoho, with the ability to customize and optimize these platforms. * RingCentral or Voice IP knowledge. * Strong problem-solving skills and the ability to debug complex software issues. * Excellent understanding of software development methodologies and best practices. * Familiarity with database systems and SQL queries. * Solid understanding of web development concepts (HTML, CSS, and PHP). * Knowledge of graphic design principles and experience in creating visually appealing social media posts will be considered a plus. * Front-end development experience for website enhancements will be considered a plus. * Strong communication and interpersonal skills, with the ability to collaborate effectively within cross-functional teams. * Proven ability to prioritize and manage multiple tasks in a fast-paced environment. * A self-motivated and proactive approach to work, with a strong commitment to quality and attention to detail. |

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| **WAGE COMPENSATION** |
| We offer competitive compensation, a supportive work environment, and ample opportunities for professional growth. If you are a passionate IT professional with a diverse skill set and a desire to make a significant impact, we would love to hear from you.  Compensation: $5.000.000 COP- $6.000.000 COP Monthly  Schedule: Monday to Friday from 9:00 AM – 6:00 PM  **However, as an exempt employee, you may be required to work beyond these hours from time to time to fulfill your responsibilities as may be necessary.**  **To apply, please submit your resume, along with a cover letter highlighting your relevant experience and accomplishments.** |
| **Company Overview:**  We are a dynamic and rapidly growing company seeking an experienced Senior IT Specialist to join our talented team of consultants. We pride ourselves on delivering innovative solutions to our clients. We value collaboration, expertise, and a strong commitment to customer satisfaction. |