



About TGS:

TGS is a full-service IT integrator with specialties in all aspects of today's business environments. From Data Center hardware, software, security platforms to end-user devices. We have strategic partnerships with all major manufacturers while having the in-house engineering expertise to design, procure, implement and train your people. We have a true customer centric philosophy that enables us to take on the trusted advisor role to provide an all-encompassing solution for your IT needs. Rather than performing one-off, tactical projects and piecing them together, we take a strategic approach. TGS will critically analyze the obstacles, then form the design and development, as well as a plan for future needs.

About the position:

Support our IT organization growth and success by providing a positive experience to clients, OEM partners (HP, Cisco, Dell EMC, Lenovo, etc.), and as well as the TGS Team Members.

Responsibilities will include:

- IT Sourcing and Procurement
- Vendors Negotiations
- Back up for Accounts Receivables and Payables
- Maintain appropriate interpersonal relationships with employees, peers, and customers
- Create Quotes with Internal CRM
- Response to RFP's as required
- Assist staff with administrative duties as requested

Required skills:

- Detail & Task Oriented - Ability to manage and follow through on multiple tasks, items and communications in a timely manner.
- Customer Service - Responds promptly and courteously to customers' requests for service and assistance; manages difficult or emotional customer situations.
- Planning and organization - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks.
- Adaptability - Adapts to changes in the work environment; manages competing demands; able to deal with frequent change, delays, or unexpected events.
- Independent Worker - Ability to resolve issues utilizing computer skills without the aid of others in a timely manner.
- QuickBooks Enterprise Solutions, accounting experience is a plus