



Job Title: IT Manager, Quality and Infrastructure
Position Reports to: Vice President, IT
Classification: Exempt, Full Time
Location: Home Office preferred

Position Summary: Southern Oak is looking for an IT Manager, Quality and Infrastructure. This position will work under the direction of the Vice President of IT and is responsible for the Company's IT quality assurance and testing, infrastructure, solution architecture, and supporting the IT department's development efforts on behalf of the business. This position will support strategic initiatives across the Company and will partner with business units and vendors to identify process improvements, gather requirements, and implement test plans and system solutions that support the company goals.

Primary Responsibilities:

- Lead IT quality assurance and testing efforts related to system changes and work with impacted parties to develop change management artifacts related to the successful deployment of changes
- Manage the Company's infrastructure needs and plan for future stability and improvement.
- Collaborate with business and technical staff on system-related solutions that drive improvements in process and/or performance
- Provide management support across IT to ensure departmental stability and success
- Other projects and duties as assigned

Qualifications:

- Bachelor's Degree in Business, Information Technology, or relevant field or High School diploma plus equivalent experience college; degree preferred
- 3 – 5 years' experience in the Property & Casualty field required
- 5 – 8 years' experience in enterprise application development/infrastructure
- Duck Creek knowledge preferred
- Ability to analyze and interpret P&C insurance practices, principles, and business practices
- Applied knowledge of information technology and how it plays a role in system development
- Ability to elicit and document requirements in a manner that is understandable to both business and technical audiences
- Ability to organize material, analyze a wide variety of facts, and develop appropriate recommendations
- Ability to manage multiple demands simultaneously and adapt to changes in priority
- Proficiency in Microsoft Office products
- Excellent oral, written and communication skills

Benefits:

- 401(k) with dollar-for-dollar company match up to 6%
- Medical, dental & vision
- Wellness & mental health
- Company paid Life, Short- and Long-Term Disability
- Paid time off
- Diverse, inclusive & welcoming culture
- Career development & tuition assistance
- Equal Opportunity Employer



Satisfactory completion of a post-offer drug screening and background check is a condition of employment.

Company

Southern Oak is a Florida-based insurance company specializing in personal residential property coverage with its home office in Ponte Vedra Beach, FL.