

**Benefit Planning Consultants
Programmer / Business Analyst**

Description:

Assists, initiates, and leads programming projects to help develop enhanced customer relationships as well as improve internal processes through automation and simplified workflows and procedures. Provides user training and education where necessary. Works with clients to facilitate improvements and new features for online tools. Helps maintain inventory, performs software and hardware installations, and other end-user support. Other duties as assigned.

Reporting Relationship: The Programmer / Business Analyst will report to the Director of Information Technology who reports to the CEO.

Qualifications:

- Experience with 1 or more programming languages. Web-based languages are preferred but not required.
- Understanding of database fundamentals and normalization concepts.
- Desire to learn new programming languages and experiment with cutting-edge web development tools and techniques.
- General understanding of networking concepts.
- General knowledge of PC components for troubleshooting and repair.
- Attention to fine details as laid out by customers, management, staff, and other end-users.
- Basic knowledge of different computer peripherals and other business-related technologies such as: printers, copiers, fax services, cellular phone services, wireless connectivity, and remote networking.

Desired Skills:

- Experience programming in ColdFusion 5+.
- Proficiency with administering and utilizing MySQL 5.0 databases.
- Understanding of Ajax, JavaScript, DHTML, and other client-side web scripting.
- Experience administering Microsoft Windows based servers and technologies including: IIS, DNS, DHCP, Exchange 2003/2007, WSUS, FTP, and Citrix.
- Experience with networking equipment such as: routers, switches, ASA, telephony, KVM, anti-spam, and VPN.
- Proficiency with design tools such as: Dreamweaver, Photoshop, Flash, InDesign, and Illustrator.

Salary: Commensurate with qualifications and experience.

Application Process: Please submit a cover letter, resume, salary requirements, and 3 references to:

Human Resources Director
Benefit Planning Consultants, Inc.
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