

**Position:** IT Administrator

**Location:** This position will work from our office in Camp Hill, PA

**Website:** [www.letorttrust.com](http://www.letorttrust.com)

**Position type:** Full time

**Job Description:**

This position will be part of the growing trust company team with the primary role of managing all information technology systems and utilization strategy. The ideal candidate will have very strong IT technical skills and business acumen that together will be expected to create value for the business. The position will be responsible for all network management, including preventative maintenance and troubleshooting on all hardware and software. The position will be the lead contact for all external platform providers and the IT liaison amongst the internal team. The position will take primary responsibility for technological information and system security.

Candidate should be one who enjoys working in a collegial, respectful, and ethical environment. We value open communications, ingenuity, and commitment to serving our clients using technology in the most efficient ways. Candidate should be forward thinking and eager to first understand our business and core values. There will be a large degree of variety in this role. Team skills are a must. The ideal candidate will help us leverage technology to grow and strengthen our business.

LeTort Trust was formed as an Independent Trust Company to create a highly specialized wealth management firm combining the investment resources of a large firm, with the highly personalized service found in a boutique wealth management company. LeTort Trust has been serving the central PA market since 2002, providing business owners, executives, and individuals with a wealth of experience in the retirement plan services, investment management and personal trust industries.

**To apply:**

Applicants should send their resumes to: [HR@letorttrust.com](mailto:HR@letorttrust.com)

**Our Purpose:**

We build better lives and brighter futures for our clients, employees, and the communities we serve.

*LeTort Trust is an Equal Opportunity Employer and considers all qualified applicants regardless of race, gender, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status, or other classification protected by law.*



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