



THE OPPORTUNITY

The Data and Systems Analyst serves as the primary internal resource for technology support, business systems, data analytics, and reporting at Legacy Mechanical. This position provides day-to-day IT support for employees while developing and maintaining the data, dashboards, and reporting tools that drive business decisions. The role combines technical troubleshooting, SQL-based data analysis, Power BI reporting, and business systems support to improve operational efficiency and data visibility across the organization.

To apply please email your resume to Sonja Antrillo at santrillo@legacy-mechanical.com by September 16, 2026.

WHAT YOU WILL BE DOING

Responsibilities for this position include, and are not limited to the following:

- Provide day-to-day IT service desk support for employees, including troubleshooting hardware, software, access, printer, network, and technology issues.
- Respond to and resolve user technology requests in a timely and professional manner.
- Configure, deploy, and maintain computers, peripherals, mobile devices, and related technology equipment.
- Support and troubleshoot internal business systems and applications used throughout the organization.
- Support employee technology onboarding and offboarding activities.
- Manage user accounts, permissions, system access, and basic technology administration.
- Coordinate with external IT vendors and support partners when issues require escalation.
- Assist with maintaining technology security, software updates, and IT best practices.
- Document system procedures, reporting processes, and technical solutions.
- Extract, analyze, and validate data from SQL databases and company systems.
- Develop and maintain Power BI dashboards, reports, and visualizations.
- Create recurring and ad hoc reports to support operational and business decision-making.
- Prepare dashboards, data summaries, and presentations for leadership and internal stakeholders.
- Translate business requirements into meaningful reporting, metrics, and actionable insights.
- Monitor data quality and identify opportunities to improve reporting accuracy and consistency.
- Maintain reporting databases, dashboards, and related documentation.
- Identify opportunities for process improvement, workflow efficiencies, and automation through technology and data solutions.

WHAT YOU WILL BRING TO OUR ORGANIZATION

- 1-2 years of experience in data analytics, business systems, IT support, or a related technical role. Equivalent education, training or certification may be substituted.
- Experience writing and modifying SQL queries.
- Proficiency developing reports and dashboards using Power BI.
- Strong analytical, problem-solving, and troubleshooting skills.
- Working knowledge of business systems, databases, and reporting tools.
- Proficiency in Microsoft Office (Outlook, Word, Excel).
- Ability to communicate technical information to non-technical users.
- Strong organizational skills with high attention to detail and data accuracy.
- Ability to manage multiple priorities and work independently in a fast-paced environment.

WHAT OUR ORGANIZATION IS PROVIDING

- Expected annual salary range of \$60,000 - \$70,000 based on experience.
- 401(k) retirement plan with up to 4% match
- 100% employer-paid health and dental coverage for employees and families
- Optional benefits: life insurance, disability coverage, Section 125 options
- Employee bonus program
- Paid time off: 10 vacation days (15 after four years), 10 sick days, 9 holidays annually
- Fun, hardworking atmosphere with casual dress and team-oriented culture
- Commitment to quality, integrity, and open communication

Legacy Mechanical, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, disability, genetics, Veteran status, or other legally protected characteristics. In addition to federal law requirements, Legacy Mechanical, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Legacy Mechanical, Inc. will not discriminate or retaliate against applicants for failing to disclose wage rate history in accordance with applicable law.

Legacy Mechanical, Inc. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, marital status, disability or veteran status. Improper interference with the ability of Legacy Mechanical, Inc. employees to perform their job duties may result in discipline up to and including discharge.

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