NETWORK ADMINISTRATOR

GENERAL RESPONSIBILITIES

Network Administrator to support Information Technology department. The administrator will be responsible for maintaining the computer hardware and software of the company’s computer network, as well as monitoring active network equipment. This position may also be responsible for some development, maintenance, modification, enhancement, and optimization of all Company Desktop Applications, custom tools, and all company Websites/Online Catalogs. This position will take direction from the Corporate Operations Manager.

ESSENTIAL TASKS

(These are intended only as illustrations of various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Support and provide routine administrator of network servers and troubleshoot all network related problems.
- Ensure network connectivity throughout the infrastructure.
- Maintain servers, routers, firewalls, VPN Gateways, Switches and hubs.
- Plan and Deploy new networks as required.
- Aid in developing, maintain, and testing disaster recovery plans
- Hands-on experience configuring and maintaining desktops, mobile, laptops, and peripherals a plus.
- Troubleshooting experience.
- Ability to multi-task and juggle multiple projects at a time
- Experience Windows Server 2008 and/or Windows 2012
- Windows Hyper-V experience a plus
- Experience with NAS and SAN technologies a plus
- .NET and SQL server Development skills a plus
- Crystal Reports, ProvideX Database, Sage Software Experience a plus
- Microsoft Access Development Skills a plus
- Experience with DRUPAL a plus
- Strong creative, conceptual and problem-solving skills
- Strong communication skills (written and verbal) and outstanding interpersonal skills
- Ability to work independently and within a team
KNOWLEDGE, SKILLS AND ABILITIES


PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

SPECIAL REQUIREMENTS

N/A