

IT Administrator

Responsibilities:

- Maintaining computer networks and systems including software, Hyper-V and VMWare Environment, VPNs, routers and other physical hardware.
- Installing and configuring network equipment to update or fix hardware or software issues.
- Updating virus protection software to keep data and communications protected.
- Monitoring computer systems to improve network performance for computer systems and networks.
- Communicating networking issues to other employees and management, especially in training new users.
- Fixing software and hardware configuration issues for users on-demand or from inspection of the systems.
- Provide on call technical support of a multi-site enterprise level.
- Ensure network security and connectivity for remote users.
- Set up user accounts, permissions and passwords.
- Work closely with departmental managers to determine future network needs and plan for network changes.

Skills and Qualifications:

- Knowledge of networking services and common networking protocols.
- Computer proficiency and understanding of various types of hardware.
- Ability to problem solve and think critically.
- Attention to detail.
- Communication skills.
- Project management skills.

Requirements:

- Hands on experience in networking, routing and switching.
- Proven experience in a network administrator role.
- Experience with firewalls, Internet VPN's remote implementation, and troubleshooting.
- Familiarity with backup and software and methodologies.
- Great at organizing, prioritizing and multitasking.
- Must be able to complete complex projects with minimal to no supervision.
- Strong problem-solving skills.
- Bachelor's degree in a computer-related field required.
- 5+ years' successful network troubleshooting experience.
- Experience with Microsoft Dynamics is a plus.
- SQL Experience is a plus.

Benefits: <ul style="list-style-type: none">• 401(k)• Dental insurance• Health insurance• Life insurance• Paid time off• Vision insurance	Schedule: <ul style="list-style-type: none">• 8-hour shift• Day shift• Monday to Friday• On call• Overtime
Job Type: <ul style="list-style-type: none">• Full-time Work Location: <ul style="list-style-type: none">• One location Work Remotely: <ul style="list-style-type: none">• No	

