Information Systems Administrator

Position Summary

The Information Systems Administrator is responsible for maintaining computer networks and solving any problems that may occur with them.

Responsibilities

- Installing and configuring computer networks and systems
- Identifying and solving any problems that arise with computer networks and systems
- Consulting with Village clients to specify system requirements and design solutions
- Recommend, follow and enforce Village IT Standards
- Budgeting for equipment and assembly costs
- Assembling new systems
- Maintaining existing software and hardware and upgrading any that have become obsolete
- Monitoring computer networks and systems to identify how performance can be improved
- Working with, training, and often directing IT support specialists
- Providing network administration and support

Education & Training

- Bachelor's degree in IT, Computer Science or technical field preferred, or IT-related Associates degree with 3-5 year of experience
- Microsoft, Cisco, Oracle, CompTIA A+ certifications all a plus
- ERP experience in a manufacturing environment also a plus

Knowledge, Skills & Abilities

- IT and technical skills, to include working knowledge of computer systems, cybersecurity, network administration, databases and data storage systems, and communication systems
- Knowledge of IT best practices
- Problem-solving and critical thinking skills
- Strong interpersonal skills
- ENTHUSIASM
- Team working skills
- Patience
- Initiative
- Attention to detail

Travel Requirements

- Occasional travel between our "Village" of companies

Physical Requirements

- Typical office environment

Materials and Equipment Utilized

- Computer, printer, phone, etc.

Working Environment:

- 80% - Office
- 20% Manufacturing: clean, low to moderate noise, safety glasses required and other personal protective equipment (PPE) where applicable.