



## Power Engineering & Manufacturing Ltd.

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### Network Administrator

#### **Job-specific functions:**

- Maintaining computer networks and phone systems including software, servers, VPNs, routers and other physical hardware
- Design and install required network cabling
- Procure and setup computer machines throughout the facility
- 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
- Fully support, configure, maintain and upgrade in house servers in an Active Directory environment
- Install and integrate new server hardware and applications
- Complete system upgrades as needed
- Support and administer third-party applications
- Ensure network security and connectivity
- Monitor network performance (availability, utilization, throughput, goodput, and latency) and test for weaknesses
- Research and make recommendations on server system administration

#### **Skills required:**

- Proven experience in a network administrator role
- Hands on experience in networking, routing and switching
- Excellent knowledge of best practices around management, control, and monitoring of server infrastructure
- Experience with firewalls, Internet VPN's remote implementation, troubleshooting, and problem resolution is desired
- Ability to set up and configure server hardware
- Familiarity with backup and recovery software and methodologies
- Great at organizing, prioritizing and multitasking

#### **Experience:**

3-5 years of work experience desired

#### **Benefits:**

Free Medical and Dental insurance on Single and Family plans after 1 full month of employment

Eye insurance is available for a small premium

401k and profit sharing after 1 month full month of employment

#### **COVID-19 considerations:**

Must be able to wear a face mask

**EQUAL OPPORTUNITY STATEMENT:** This company affords equal opportunity to all qualified persons, and no person shall be discriminated against in employment because of age, race, color, religion, sex, national origin, marital status or disability.