Job Description

Position:	Network Administrator Assistant
Reports to:	Network Administrator

Job Summary

Network Administrator Assistant will help maintain a reliable, secure and efficient data communications network. The ideal candidate will be able to deploy, configure, maintain and monitor all active network equipment in order to ensure smooth network operation.

Duties & Responsibilities

- Help support, configure, maintain and upgrade corporate customer's networks and in-house servers
- Install and integrate new server hardware and applications
- Keep an eye out for needed updates
- Support and administer third-party applications
- Ensure network security and connectivity
- and test for weaknesses
- Set up user accounts, permissions and passwords
- Resolve problems reported by end user
- Help specify system requirements and design solutions
- Research and make recommendations on server system administration
- Oversees security of systems, networks, and enterprise information
- Develops and maintains relationships with external IT vendors and service providers
- Performs other related duties as assigned

Qualifications

- Associates degree in Computer Science or a related field
- 0-2 years' experience in a network administration assistant role
- Previous experience with Microsoft Windows Server 2008, 2012, 2016 preferred
- Knowledge of Backup and Restore Hardware, Software and Methodologies
- Must be Great at organizing, prioritizing and multitasking
- Excellent verbal and written communication skills.
- Proficient in latest technology for IT systems and management.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Excellent analytical and management skills.
- Thorough understanding of IT and practical applications to support the company's goals
- Strong interpersonal skills to assist non-technical individuals with complex technical issues
- Ability to work independently under minimal supervision
- MCSE certification a plus
- Previous experience with VMWare Horizon and vSphere a plus
- Previous experience with SolidWorks/PDM Administration a plus
- May require working off business hours or weekends for system and network upgrades

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to work in office and machine shop environment

Direct Reports

- None