JOB DESCRIPTION

Network Administrator 1

Summary

The Network Administrator is responsible for supporting, maintaining, and improving the organization's network, server, and communications infrastructure across a manufacturing environment. This role ensures reliable, secure, and efficient IT systems that directly support plant operations and business functions. This position reports to the Software Development Manager.

Essential Job Duties

- Support and maintain Cisco-based network infrastructure
- Assist with configuration and troubleshooting of LAN/WAN and internet connectivity
- Provide end-user support for network, server, and telephony-related issues
- Support VMware virtual environments and Windows server systems
- Assist with enterprise backup monitoring and validation
- Participate in infrastructure upgrades and patching activities
- Maintain accurate documentation of configurations and procedures
- Monitor system performance and escalate complex issues appropriately
- Follow company security, safety, and compliance standards
- Embraces teamwork
- Complete administrative tasks, duties, and reports as required in a timely manner
- Other duties as required by the business
- Maintain employee confidentiality
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- Associate or Bachelor's degree in IT or related field, or equivalent experience
- 1–3 years of IT or network support experience preferred
- Working knowledge of:
  - Networking fundamentals (VLANs, switching, routing basics)
  - Microsoft server and desktop environments
  - Virtualization platforms (VMware or similar)
- Strong troubleshooting and analytical skills
- Ability to communicate effectively and work cohesively with employees on all levels
- CCNA certification or progress toward certification preferred
- Structured troubleshooting approach
- Accountability and reliability
- Strong time management and prioritization
- Customer service orientation
- Ability to work effectively in an industrial/manufacturing environment
- Commitment to maintaining confidentiality and data security

Physical Demands and Expectations

- Ability to lift and carry up to 50 pounds occasionally
- Ability to bend, stoop, climb stairs, and work in server rooms and industrial areas
- Comfortable supporting systems in a live production environment

An Equal Opportunity Employer   This job description does not imply a contract of employment.
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