



Startup Farms International



Contact:
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Job Description:

Network / System Administrator

The Network / System Administrator will provide day-to-day administrative and engineering support for data and voice networks, including, but not limited to, the data network components, data security, management systems, TDM and VoIP systems and other network resources. The candidate will also assist with daily operation of the data center, LAN/WAN and VPN communications, including patch remediation, server monitoring, data traffic sniffing and control, case management and tracking, and root cause analysis for major problem areas.

Responsibilities:

- Install, support, maintain and troubleshoot Windows and Linux Servers, Windows desktops, Active Directory, Domain Schema, Group Policy, Local Area Networks, Wide Area Networks, Firewalls, Routers, Backups and other Systems, including, but not limited to, printers, copiers, phone system and other IT-related equipment
- Ensure all antivirus clients are installed, patched and up-to-date on all workstations and make certain that the network environment is virus-free at all times; manage and administer the antivirus server
- Administrate, maintain and test data backup and work on the organization and management of backup media and/or data protection server(s)
- Set-up computer systems for new employees, including setup of email, phone/fax and user accounts in Active Directory, and Exchange
- Call for repair or maintenance of hardware equipment
- Maintain hardware and software inventory to ensure compliance and asset management
- Document and log changes to network equipment, computer systems, and other equipment
- Order supplies, equipment and other items as needed and when instructed
- Assist in efforts to develop, design, optimize, and document network topology and architecture to support systems reliability, security, scalability, management, data integrity and performance, including providing critical support in areas of network engineering configuration and deployment assistance
- Ensure development and use of an effective preventive maintenance program suitable to meet the operation objective of "99.99% availability"
- Maintain routing equipment, firewall equipment, server systems and telecommunications systems (T1, Ethernet)
- Manage and frequently update network configuration settings for internal and external systems, including DNS, DHCP and firewall settings
- Accurately document all new system implementations and modifications to existing systems (moves, adds, changes)
- Research and provide expertise on integration of third party software and tools
- Create and modify router and switch configurations

Qualifications:

The ideal candidate must have at least 3 years experience in an Administrator/Engineer role and solid experience in planning, installation, configuration, administration, connectivity, monitoring, optimization and troubleshooting of Windows 2003 and Linux



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networks in a LAN environment. Solid experience with LAN/WAN technologies, including security, in a multi-site environment and hands-on experience in computer hardware, software, printer and network equipment troubleshooting and analysis is required. The successful candidate will be an assertive team player with positive attitude, high energy level and ability to multi-task as well as possess strong communication skills with proficiency in English. Self-motivated, capable of working alone or with others and the following skills and experiences are required:

- Extensive knowledge in Windows XP Professional, Windows Server 2003, Terminal Server and MS Office application
- Working knowledge in telephone, VoIP and network communications
- Working knowledge in hardware cloning/ghosting or imaging and working knowledge of Firewall/Network design, implementation and troubleshooting
- Experience in evaluating, recommending and selecting equipment, services and vendors
- Experience in help desk or troubleshooting and must be service oriented
- Working knowledge of Active Directory, File Systems, HTTP/FTP and Event Log Analysis
- Demonstrate a firm understanding of all network infrastructure systems and concepts, including network security, routing protocols and routing equipment configuration, server hardware and operating systems, firewall systems, communication protocols and backup systems