Location: Lisle, IL 60532
Employee Type: Full-Time/Part-Time/Flex-Time Employee
Manages Others: No
Job Type: Professional
Education: Bachelors Degree
Experience: At least 5 year(s)
Travel: Minimal
Relocation Covered: No

DESCRIPTION:
RELCO Locomotives is looking for a highly motivated network administrator to join our corporate team. The Network Administrator will provide database administration, application maintenance support, and application support for primarily Microsoft Dynamics ERP and other production systems. The position includes a broad range of network administration and pc/laptop configuration duties with a focus on standardization, coordination and education.

REMUNERATION
Base Pay: $25.00 - $35.00 /Hour
Position is not eligible to receive performance bonus
All employees receive health, dental, vision, disability and life insurance along with 401k
Job classification upgrade may be available based on experience
Position may be converted to contract/consultant role

RESPONSIBILITIES

- ❖ Administration:
  - ➢ Manage all network and application security - creates, manages and monitors security groups and membership, for production application, network applications
  - ➢ Manages services and connectivity with TSP and ISP
  - ➢ Creates manages and terminates user accounts for domain, network access and applications
  - ➢ Provides Exchange and Blackberry email administration including (system health, spam filtering)
  - ➢ Analyzes and monitors computer and network data for irregularities (LAN, WAN)
  - ➢ Manages and monitors backups
  - ➢ Manages websites and works with Marketing to keep content current
  - ➢ Recommends upgrades and improvements for TSP, ISP, network infrastructure equipment, etc.
- ❖ Hardware:
  - ➢ Provides basic support for main firewall and remote firewall setup, support and troubleshooting
  - ➢ Initial troubleshooting and subsequent management of network and server issues, coordinate handling of trouble tickets to outsourced support providers
  - ➢ Configures and installs servers and desktops as required
  - ➢ Supports hardware repairs and network changes
- ❖ Help Desk, Training and Documentation:
  - ➢ Provides backup Help Desk support for network, hardware, and application issues (email, web, telephony)
  - ➢ Serve as single point of contact for problem escalation, issue resolution and communication
  - ➢ Primary responder to and on-call for urgent outages
  - ➢ Manage trouble ticket system, and FAQ self-help database
  - ➢ Develop and maintain training documentation and train users on new processes
  - ➢ Maintains reference library for network systems
  - ➢ Maintains disaster recovery plan

- ➢ Maintains current network topography diagram
- ❖ ERP Support and Enhancements (MS Dynamics)
  - ➢ Administers security groups and permissions
  - ➢ Provide a broad understanding of the software product to assess impacts of evolving business models and processes as well as the long term IT strategy
  - ➢ Lead development of special project intranet applications as needed
  - ➢ Oversee version upgrades and/or feature implementation and manage activities of outsourced administration firm
  - ➢ Assist Treasury and Accounting by responding to and developing reports in ERP and/or other reporting tools
- ❖ Projects as assigned by CAO

REQUIREMENTS
Knowledge of and/or credentials in: Microsoft Dynamics, Windows Server 2003, 2008, Microsoft Office 2003, 2007, Microsoft SQL and Access, Barracuda, Watchguard.
Excellent verbal and written communication skills.
Friendly and helpful demeanor.