



IT JUNIOR SYSTEMS ADMINISTRATOR

Variosystems is an international electronics service provider that is focused on customers and customer products. With our globally uniform footprint we offer complete end-to-end solutions. From products design to finished electronic assemblies, devices or systems with wire harness solutions. All this is accomplished with world class customer support throughout the entire life cycle,

including logistics and end-of-life service.

Organization/Description

Employee Classification:	Salary/Exempt/Full-Time/Regular
Area:	IT
Reports to:	Group CIO
Supervises:	N/A
Budget:	N/A

Goal(s) of this Position

- Keep the internal IT backbone 100% available.
- Keep the company up to date and evaluate new technologies in IT that could give the company a competitive advantage.
- Work within the parameters of the QM System to help Variosystems achieve general and company-specific quality efforts and growth goals.

Tasks and Responsibilities

- Install, upgrade, support and maintain new server hardware and software infrastructure including hubs, routers, workstations, printers, and other peripheral devices
- Plan and implement future IT developments and undertake work projects
- Suggest and provide IT solutions to business and management problems
- Allocate network resources
- Set up user accounts, permissions and passwords
- Monitor network usage and use of the web by employees
- Operate and maintain local area networks, track significant problems and monitor performance
- Administer backup and archiving system
- Ensure that all IT equipment complies with industry standards
- Analyze and resolve issues, whether it is a major system crash or a forgotten password
- Take routine preventative measures and implement, maintain and monitor network security, particularly if the network connects to the internet
- Train and support users with varying levels of IT knowledge and competence
- Maintain and develop documentation regarding network configuration, operating procedures, and service records relating to network hardware and software.

Responsibilities / Lead

- 1st/2nd level support
- Monitor Helpdesk
- Monitor Virusscan console

Required Knowledge Skills and Abilities

- Ability to communicate effectively with all levels of technology users
- Strong knowledge of local area network architecture
- Computers and related technologies
- Infrastructure requirements and components of local area networks
- Microsoft networking infrastructure and operating systems
- Microsoft products such as MS Office and MS Windows
- Local area network protocols and diagnostic tools

Benefits

- Matching 401k
- Employee only company paid Medical, Dental, and Vision
- Employee only, company paid Basic Life & ADD Insurance
- Employee only, company paid Short Term & Long Term Disability
- HRA
- Company Paid Holidays
- Paid Time Off