

NETWORK ADMINISTRATOR (IT)

Job Summary

Utility Pipeline Ltd. is seeking a Network Administrator (IT) for our Canton, OH office. This individual will diagnose and repair technical issues and configure, monitor, and support the organization's local and wide area network and/or internet systems. This is a full time position with benefits.

General Responsibilities

- Maintains and administers computer networks and related computing environments.
- Troubleshoots network and system issues.
- Provides services to employees through telephone, email and face-to-face contact.
- Orders all electronics and equipment for all offices.
- Troubleshoots computer equipment to confirm it is running correctly.
- Manages employee user settings for Outlook and other systems.
- Manages and communicates with third party support.
- Performs disaster recovery operations.
- Diagnoses, troubleshoots and resolves hardware, software or other network issues.
- Plans, coordinates and implements network security for hardware and software.
- Maintains applications and/or virus protection measures.
- Monitors network performance and makes adjustments, corrections and/or changes as necessary.
- Works with network users to solve problems or make adjustments and/or improvements.
- Assembles hardware and installs or deletes software to ensure all hardware and software are working properly.

*The company reserves the right to add or change duties at any time.

Job Qualifications

- Education: Bachelor's degree in information technology, computer science, or a related field
- Experience: 3-5 years of experience; or equivalent combination of education and experience
- Other requirements: Knowledgeable in Microsoft based applications

Skills

- Ability to identify and resolve problems quickly and efficiently
- Deadline and detail-oriented
- Excellent verbal and written communication
- Ability to prioritize, multitask, and adapt to change
- Complex problem solving
- Strong troubleshooting and critical thinking skills

For more information or to apply through our website, check out <https://www.utilitypipelineltd.com/careers>