

Position: Network Administrator – Entry Level
Department: Network
Location: Duluth, GA

Job Summary:

This position is involved with the daily administration of Networks, Firewalls, Switches, Servers, Security, System Backups, Communication lines, Procedures and Processes, support of desktop operating systems and software. Performs analytical, technical, and administrative work to plan, design, and install networked and stand-alone computer systems. Analyzes user needs and evaluates new products; recommends hardware and software purchases. Installs and troubleshoots software and hardware. Provides telephone and on-site support.

Responsibilities:

Collaborates with other units to improve access to and maximize use of computing resources. Develops documentation, user procedures, and security procedures. May conduct hands-on training sessions and instructional classes in hardware and software applications assigned to the position. Contributes to the establishment and maintenance of software and documentation libraries.

Experience and Educational Requirements

Required:

- Managing Switches/VLAN's/Routers/Firewalls/IDS/IPS.
- Patch management.
- Understanding of TCP/IP addressing, routing protocols, network management protocols.
- Planning, coordinating and implementing network security measures.
- Should know basic switching and routing concepts.
- Should be able to write ACLs in a switching environment.
- Certification on CCNA or CCNP.
- Knowledge on protocols like STP, RSTP, IGRP, EIGRP, HSRP and BGP.
- Concepts of Firewalls and UTM.
- SAN.
- Troubleshooting.

Desired:

- Backup and DR restorations.
- Knowledge on Windows servers and active directory.
- Virtualization experience (VMWare/Hyper-V).
- Network Monitoring tools, Syslog server, SolarWinds.
- Data Center Experience.
- Any certifications.
- Any Scripting tools.
- Experience writing policies and procedures and assisting compliance department with gap analysis is a plus.
- Experience with VOIP.