



## Network Administrator

IT/ Operations/ Manufacturing

Moncton, New Brunswick

Do you want to work for a dynamic and rapidly growing company that is an industry leader in our field? Greystone Energy Systems Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

### The Opportunity

We are growing and looking for a motivated **Network Administrator** to join the Operations team working in Moncton, New Brunswick.

### Objective & Summary

- Maintains computing environment by identifying network requirements; installing upgrades; monitoring network performance.
- Maintains effective network connectivity to remote users; including mobile and remote offices.
- Maintains network access, integrity and security.
- Provides technical (SW/HW) and administrative support to production and support operations.
- Maintains corporate telephony hardware, software and service programs.
- Maintains facility security hardware, software and monitoring service programs.

### Principle Duties & Responsibilities

- Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols.
- Establishes network by evaluating network performance issues including availability, utilization, throughput, goodput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls.
- Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
- Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.
- Prepares users by designing and conducting training programs; providing references and support.
- Upgrades network by conferring with vendors; developing, testing, evaluating, and installing enhancements.
- Meets financial requirements by submitting information for budgets; monitoring expenses.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Protects organization's value by keeping information confidential.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

- Maintains an adequate level of knowledge of operating systems and application software being used to provide high levels of support to users.
- Monitors and evaluates efficiency of software/hardware usage, providing items to be covered in training of users, making them more efficient.
- Installs new software applications or hardware on the LAN, coordinating assistance from third parties when necessary.
- Adds and maintain users on the network; assigning application access, ensuring security, and maintaining their configurations are within standards.
- Assists in installation of workstations and printers on the LAN.
- Assists in gathering bid prices on equipment and supplies as needed.
- Provides written document on a monthly basis which defines upcoming needs of network which would require purchase of additional hardware or software.
- Monitors and report licenses on applications to ensure compliance on a monthly basis.
- Utilizes technology to provide staff with a fast, accurate and secure methods of gaining access to information.
- Monitors load balance on servers and make recommendations accordingly.
- Troubleshoots, repairs, maintains, installs and performs testing activities on various computer equipment, peripherals, data communication and computer network systems.
- Assembles, installs, configures and tests computer equipment or units of local area networks requiring use of standard interface protocols.
- Consults with and assists manufacturer's representatives in the installation of new computer equipment; exercises total responsibility for routine installation or modification projects; assists other technicians or the director in repairing, installing and testing complex pieces of equipment or local area networks; submits equipment repair warranties.
- Completes work orders such as installing equipment, connecting and moving devices.
- Coordinates/performs moves, adds, deletes and other changes for phone uses. Sets up calling features such as automatic call distribution (ACD) groups, pick groups, call processing and voice mail. Provides phone support and training to new users and solves miscellaneous phone problems.
- Configures and sets up servers to work with various programs; installs software. Ensures server backups and networked user backups are performed on a regular basis.
- Performs preventive maintenance for computer, data communication and/or peripheral equipment; tests and adjusts to appropriate standards.
- Performs additional duties as required.

### **Education, Training & Experience**

- Post-secondary degree in network administration or computer science.
- Minimum 3 years' experience in the similar role especially in manufacturing environment.

### **Preferred Skills and Competency Requirements**

- Strong problem solving, strategic planning, analysis, critical thinking and decision-making ability
- Effective organizational, time and priority management skills
- Coordination and multi-tasking ability
- Interpersonal skills and client service focused
- Ability to observe, receive and otherwise obtain information from all relevant sources.
- Patience and understanding; and a commitment to lifelong learning.
- LAN knowledge and network performance tuning

- Proficient with Microsoft Office programs.
- Continuous improvement focus

Preference will be given to applicants that can prove a successful track record.

Please provide at least three (3) reference names and email addresses of people who are very familiar with your skills, abilities and experience. All references will be contacted for successful candidates.

Only those who will be considered for the next step of the application process will be contacted

**Applications should be forwarded to Sima Eskandari, HR Manager**

**[Eskandari.s@greystoneenergy.com](mailto:Eskandari.s@greystoneenergy.com)**