

## IT Administrator

Do you enjoy working in a friendly, professional environment? Do you excel at creating positive relationships and providing top notch customer service? Make the SWITCH to a great company! NKK Switches designs, produces and sells the industry's most extensive selection of electromechanical and programmable switches, setting the standard for quality, stability and reliability in switch solutions. We are seeking a skilled IT Administrator to assist with maintaining our IT systems.

### Basic Qualifications:

Bachelor's degree in computer sciences preferred; Associate's degree (A. A.) or equivalent from two-year college or technical school; or 4 years related experience and/or training; or equivalent combination of education and experience.

Primary Job Responsibilities include, but not limited to:

- Assist in the development of SQL queries, views, stored procedures, and maintain SQL Server 2012 or higher.
- Develop reports in SQL Server Reporting Services.
- Experienced in ERP / CRM software systems and will support and develop custom reporting. EPICOR experience preferred.
- Serve as help desk support for organization. Support Servers, Desktops, Laptops, printers, copiers, and other computer related systems.
- Monitor, Maintain, and configure servers, network hardware, and virtualized environment. Hyper-V 2012 R2 experience preferred.
- Provide guidance on software and hardware improvements and purchases.
- Monitor and maintain system backup software. Veeam Backup experience preferred.
- Develop and maintain IT process documentation.
- Maintain and configure VOIP system. Includes adding/removing users and phones.
- Monitor, configure, and maintain Anti-Virus and firewall security. Remediate infiltrations, viruses, malware, or access violations.
- Train end-users on system usage, software, and security.
- Troubleshoot system issues.

Key Competencies:

- Develop SQL queries, stored procedures, and views.
  - Develop reports in SQL Server Reporting Services.
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- Office 365 including Word, Excel, PowerPoint, Access, Skype, OneDrive, Exchange.
- Experience with Windows 2012 R2 / 2016 and Hyper-V.
- Experience with network switches, routers, firewalls, wireless, and other network devices.
- Well organized, attention to detail, strong communication skills (written and oral).
- Ability to work and communicate well with others and be a team player.

NKK Switches offers a competitive compensation and benefits package including Paid Time Off, 401k with employer match, Life/Disability package, Health, Dental, and Vision insurance. Email resume to [jobs@nkkswitches.com](mailto:jobs@nkkswitches.com)

EOE

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