 **Position Description**

**Network Administrator**

**Job Summary:**

This position is responsible for network configuration and maintenance, W-Fi, Office 365, security components, help desk and VoIP support as well as ERP software support.

**Key Responsibilities:**

* Maintaining Microsoft Server 2008, 2012, and 2016.
* Establishing and maintaining active directory and group policies.
* Wi-Fi setup and maintenance.
* Network printer set-up and maintenance.
* Office 365 support.
* Antivirus installation and maintenance.
* Firewall monitoring and improvements.
* Help desk support.
* VoIP support.
* Application support, including Infor ERP software.

**Required Qualifications:**

* Bachelor degree in Computer Science or equivalent.
* Minimum 5 years of experience establishing and maintaining server networks.
* Strong background in server configuration and maintenance.
* Experience with virtualization.
* Knowledge of Windows 7 and 10 operating systems.
* Knowledge of Microsoft Office 365 components.
* Strong interpersonal and teamwork skills.
* Knowledge of Linux, VoIP, and SEIM preferred.

**Company Description:**
Micro Control Company is an industry leading manufacturer of electronic burn-in test systems for high power logic semiconductors. Our large test ovens are capital equipment for major semiconductor manufacturers.

Micro Control Company offers competitive wages and benefits including health; PTO; paid holidays; a matching 401(k) plan and a discretionary profit sharing bonus. Please e-mail a cover letter and resume to: mcchr@microcontrol.com to be considered for this position (using the job title for the subject).

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