

Network Administrator

Job Title: Network Administrator

Department: Information Technology

Location: Mt Sterling, IL or Chesterfield, MO

Supervision:

- Reports to Systems Support Manager.
- Executes work under direct supervision 10% of the time; works independently setting work schedule priorities 90% of the time.
- Does not supervise others.

Primary Purpose:

Responsible for long and short-term network (LAN/WAN) planning, design, and optimization. Develops strategies and direction for network systems solutions using current and emerging technologies (including wireless and VoIP). Translates business requirements into network or process designs. Plans and recommends network hardware, systems management software and architecture. Approves and modifies network design and architecture to ensure compliance. Analyzes, evaluates and recommends existing infrastructure as well as new products, maintains knowledge of emerging technologies for application to the enterprise. May take on role of Project Leader for special enterprise-wide assignments.

Essential Responsibilities:

- Administers Internet Protocol (IP) addressing.
- Monitors network performance/tuning, ensures capacity planning is performed, and is proactive in assessing and making recommendations for improvement.
- Monitors network links for LAN/WAN.
- Evaluates new server-based software upgrades.
- Provides guidance in client computer operating systems, computer naming, and user names.
- Designs implementation of network.
- Installs, configures and maintains routers, switches, and hubs for the network systems (including wireless and VoIP).
- Completes documentation of network.
- Performs troubleshooting procedures and designs resolution scripts.
- Responsible for system security.
- Develops and maintains documentation regarding network configurations, operating procedures, and service records relating to network hardware and software.
- Assists in training technical staff in implementation, maintenance and support of LAN/WAN
- Applies lean tools and thinking to identify and eliminate waste
- Follows and applies standard work and work instructions

Occasional Work:

- Occasional overnight travel to other distribution centers or for outside meetings/ training as needed.
- On-call pager rotation as required.
- Off-hours or weekend work as needed.

Safety Responsibility:

This position assumes responsibility for the workplace safety of self and co-workers, and for the safety conditions of the work location, exercises and promotes safe behaviors and shows unyielding support of programs, rules and policies regarding safety.

Working Conditions:

- May require working in a noisy environment at times.

Requirements:

- Bachelor's Degree in Computer Science (or related field) and 3-5 years LAN/WAN networking experience.
- Ability to lift boxes up to 50 pounds.
- Strong interpersonal skills in working with all departments.
- Positive, professional verbal and written communication skills.
- Ability to work independently as well as within a team environment.
- Ability to travel without restriction by all modes of transportation, including car, plane or train for meetings and training.

Posting: Bulletin board posting until September 12th, 2016. Position information available on the company web site until position is filled.

To Apply: To apply for this or other open positions, please visit www.dotfoods.com and use the following information:

- Click the 'Careers' link box in the middle of the page
- Use the 'Careers' link at the top or bottom of the web page or the 'Search Jobs' or 'Log In' links on the right side of the page (current Dot/ DTI employees, scroll to the bottom of the web page and use the 'Employee Links' option)
- If you choose 'Search Jobs', you can search all jobs at all locations or search for a specific position by key word, job field, location or organization.
- On the job search page, you can review all the open positions and specific job descriptions and create an application through the 'Apply' link on the job postings in which you are interested.
- Once you click on the 'Apply' link for a specific position, you will set up a user name and password to start the application process.
- On the job search page, you can create your application through the 'My Jobpage' tab or use the Sign In option at the top right of the page or scroll down farther on the page and use the candidate link on the right-hand side of the page to create an application.

Current Dot/ DTI employees, please note the following: To apply for this or other open positions, please visit www.dotfoods.com and use the following information –

- Click the 'Proceed to Dot Foods Homepage' button near the top of the page
- Scroll to the bottom of the web page and use the 'Employee Links' option
- Click 'Job Postings/ Applications' under the 'Employee Links; this will bring up a new page to search for open positions.
- If you have an application/ resume in the on-line application system, please make certain it is updated with your most current information before applying to posted positions.
- Current Dot Foods/ Dot Transportation employees must have manager approval and must meet minimum job requirements

This position is open to internal and external applications. Please contact HR Recruiting/ Staffing with questions.

Dot Foods is an Equal Opportunity Employer.