



Position Description & Requirements

Position/Title: Sr Network Administrator

Department: IT

Required Time Commitment (Full Time/Part Time): Full Time, eligible for paid time off (PTO), 401K benefits and medical benefits.

Position Overview:

The Network Administrator will administer and oversee the implementation, organization, and troubleshooting of the network, hardware, and underlying communications protocols.

Responsibilities:

- Oversees the work of technical support staff as they manage network hubs, routers, and servers.
- Monitors the assigned network, ensuring optimal function and minimal downtime.
- Monitors and analyzes network load including traffic and utilization trends.
- Ensures networks are protected from physical harm, viruses, unauthorized users, and damage to data by developing and monitoring security procedures or collaborating with network security staff.
- Drafts checklists, processes, support trees, and knowledge bases for the help desk and other support staff.
- Performs other duties as assigned.

Required Skills & Qualifications:

- Bachelor's degree in Computer Science, Management Information Systems, or related field required.
- At least three years of experience with LAN and WAN technologies, including multiple network operating systems, topologies, and protocols, are required.
- A+, Network+, and/or similar certifications are highly preferred.

How to Apply:

If you are interested in this position, please send your resume to Bijoy Joseph, Vice-President of IT Services at bjoseph@femwell.com

Please be sure to include the following in your e-mail:

- The title of the position you are applying for in the subject line
- The date at which you are available to start
- Your salary requirement
- Your contact information

Should you be a good fit, someone will contact you regarding an interview.

Please note that submitting your resume does not guarantee an interview or position placement.