



# SeaStar Solutions

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<b>Job Title:</b>	<b>Network Administrator</b>
<b>Job Purpose:</b>	Coordinate the daily technical operations for the IT Department. This includes the implementation, maintenance, monitoring and troubleshooting of the voice and data communications structure. Support the end user community, which includes any remote users at the facility in which they reside. Other routine functions include: planning of technological improvements, insuring information security and performing SOX related tasks as assigned.
<b>Reports To:</b>	IT Manager
<b>Direct Reports:</b>	N/A
<b>Version:</b>	2.0 April 1, 2014

## Education & Experience

- Associate Degree and 2 years of experience as a Network Administrator or equivalent is preferred.

## Responsibilities

- Research, recommend, test and implement new hardware or software solutions.
- Monitor Local Area Networks, computer hardware and software for performance evaluation and proactive failure identification.
- Monitor LAN for security vulnerabilities or breeches including regular maintenance and monitoring of anti-virus.
- Perform maintenance on voice and data communication infrastructure equipment.
- Ensure voice and data communication infrastructure equipment issues are addressed promptly to reduce downtime.
- Maintain updates on hardware and software to prevent security issues.
- Address network resources to prevent security breaches.
- Provide desktop support to all users in the facility including remote users.



- Plan, research and complete various IT projects as assigned.
- Responsible for complying with applicable SOX policies, procedures and forms.
- Complete additional job duties and assignments up to 15% of the time.

### Skills & Abilities

- Strong problem solving and decision making abilities.
- Well-developed organizational skills with the ability to manage a variety of tasks.
- Strong proficiency with MS Office programs including: Word, Excel, Access, Outlook and PowerPoint; and, the ability to learn other applications quickly.
- Excellent verbal and written communication skills in English.
- Ability to work well independently and as part of a strong team.
- Previous experience in a manufacturing/production industry would be an asset.

### Deliverables

- As this position is constantly evolving, please speak with your supervisor/manager regarding daily, weekly and monthly objectives.

### Things to Know & How to Apply?

- Occasional travel maybe required.
- SeaStar Solutions is an equal opportunity employer.
- If you are interested in this position, please send your cover letter and resume to [hr.canada@seastarsolutions.com](mailto:hr.canada@seastarsolutions.com) with the subject: 2017-011.
- Relocation assistance is not provided for this role.
- Only applicants legally eligible to work in Canada should apply. No foreign applicants will be sponsored.
- We look at each resume in detail, so please be sure to review the job description and highlight your experience in relation to this role.
- All candidates will be updated on the status of their application.

To find out more about SeaStar Solutions, please visit our company website at: [www.seastarsolutions.com](http://www.seastarsolutions.com) or <http://canada.seastarsolutions.com/careers/>