

Position Plan: Network and Computer System Admin

Rekluse Vision:

We, a team of inspired people, create our future through innovation with integrity, passion and excellence.

We create solutions and opportunities to enrich the lives of our customers, Rekluse team, shareholders, partners and the communities in which we live.

Together, we are more than we could be alone.

Position Responsibilities and Objectives:

Ensure that Rekluse network, computer and software systems meet the current and expected future needs of the company. Scope of responsibility includes computer and networking hardware systems, operating systems, and applications including network applications. Respond to needs of company as they arise.

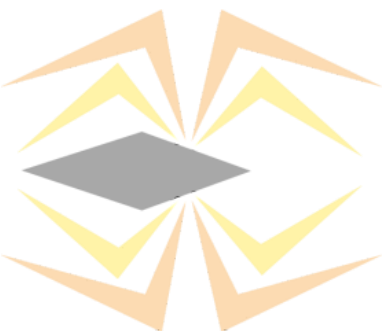
Troubleshoots hardware and software problems, assists users with desktop applications and provides user training. Utilizes applications to complete user requests through problem resolution. Escalates a problem to the IT Manager when the problem is not easily identified and corrected.

- Minimum of 3 years of experience troubleshooting and resolving a variety of tier 2 level hardware, software, network, security, and storage related issues
- Experience working with Office 365/ Windows 10 / Windows 7 / Office Products / Handheld Devices / QuickBooks
- Proficient in LAN, WAN, and Internet related applications such as E-Mail clients, FTP clients and Web Browsers.
- Microsoft Certification a plus: MTA: Microsoft Technology Associate, MOS: Microsoft Office Specialist, MCSA: Microsoft Certified Solutions Associate, MCSE: Microsoft Certified Solutions Expert
- CompTIA A+ Certification a plus
- Database skills a plus

Education and Experience:

Skills:

- Positive and customer-friendly attitude
- Experience managing servers and networks
- Ability to think critically and use sound judgement
- Detail oriented with proven ability to work quickly without compromising quality
- Personal responsibility
- Organizational skills
- Excellent problem solving skills
- Experience with Microsoft 365
- Excellent communication skills, both orally and written
- Able to work independently and efficiently to meet deadlines





Functional Outline:

- Build out computers for new employees
- Respond to inquiries for hardware, software and/or network problems
- Network Cabling
- Installing operating system software, patches and upgrades
- System backups and recovery
- Installing, configuring and maintaining desktop and laptop PC's and peripherals such as printers
- Troubleshoot problems within

Employment Details:

- This is an hourly position; rate depends on experience.
- Hours are generally 8am to 5pm, Monday through Friday.

Physical Demands

While performing the duties of this Job, the employee is regularly required to sit and stand. The employee is frequently required to walk; use hands and have finger dexterity; reach with hands and arms, talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

Work Environment

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Personal Protective Equipment is required including but not limited to gloves, safety glasses and hearing protection.

Communication Interfaces:

This position reports to the President and/or Chairman. This position requires interaction between all managers and team members.

Contact:

Physical application can be filled out in person: 12000 W. Franklin Rd. Boise, ID 83709

OR

Resume can be sent to:

Amanda Mumford – Human Resource Manager

amanda@rekluse.com

