



SUMMARY:

Assist the Network Manager to administer, secure and evolve the company's network environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintain a stable network environment to assure maximum productivity of systems.
- Conduct daily backups of networks files and test on a regular basis.
- Plans, implements, and supports the network and computing infrastructure plan.
- Maintains compliance with software licensing and inventory.
- Maintain the VoIP PBX.
- Maintain the Internet connections and Telecom connections.
- Develops and maintains systems, applications, security and network configurations.
- Coordinates, implements and troubleshoots patches to systems and applications.
- Provides technical support and guidance to users.
- Assist in maintaining and testing the disaster recovery plan.
- Works under general supervision, requiring a high degree of creativity and latitude.
- May supervise the work of others.
- Will exercise discretion and independent judgment to install, maintain and troubleshoot the various hardware and software systems that comprise the network.
- Conduct Company business in accordance with all applicable laws, regulations and contractual obligations. Behave ethically and with integrity and always follow the principles of the Compliance Program when making business decisions. Compliance with this program is a condition of employment for every American-Amicable employee.

EDUCATION, WORK EXPERIENCE and TRAINING REQUIREMENTS:

- High school diploma or general education degree (GED).
- Graduation from a two year college is generally preferred.
- At least 2 years' experience working in a Windows network environment or professional certification with suitable experience level.

REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A friendly, positive, learning-oriented attitude.

- Working knowledge of most office equipment.
- Good communication skills are essential, as this is one of the professions that involves a high level of interaction with different end users.

WORKING CONDITIONS, PHYSICAL and MENTAL REQUIREMENTS: The working conditions, physical and mental requirements described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is sedentary in nature and is performed in a traditional office environment with cubicles. Typically, the incumbent will sit comfortably while performing the work, with some walking, standing, bending and carrying of light items, such as papers, books, and files. Other physical demands in performing the essential functions of this position include: digital dexterity, hearing, seeing, and talking. Mental requirements include, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt, and stay alert in a business environment.

Note: This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. This job description is subject to change at any time.