

IT Systems Administrator

Opportunity: We value Leadership, Quality and Innovation characteristics at Coldwater Machine Company. Coldwater Machine is consistently looking to enhance our team by adding qualified, skilled individuals with the desire to join our growing organization. We offer diverse opportunities for individual development and hold a known reputation for quality.

Basic Functions: Responsibilities include supporting, testing, and troubleshooting all aspects of the IT infrastructure's ability to provide a secure, reliable platform that is responsive to the challenges faced.

Principle Responsibilities:

- Maintain the organization's PC and technical systems such as, engineering software, programming software, access control system, printers, faxes, and all company networks
- Maintain, and update as necessary, the organization's ERP and CRM systems
- Respond to inquiries and request for assistance with the organization's computer systems or PC's
- Build PC hardware configurations
- Manage the internet security and company website
- Obtain a strong understanding of database structures, PC hardware, network hardware, Windows PC, and Information servers
- Support PC, wireless, phone, and mobile resources
- Participate in future planning of new information technology and systems
- Maintain compliance with software licenses
- Install new employee computer systems and upgrade existing employee and company computer systems

Minimum Qualifications:

- Associates of Science degree in Computer Science, Information Technology, or similar degreed program is preferred, and/or equivalent experience (bachelor's degree is accepted but not required)
- Practical experience and knowledge in Information Technology field
- Ability to maintain confidentiality

Behavioral Traits:

- Customer service orientated
- Highly self-motivated
- Multi-tasker
- Strong attention to detail

Working Conditions:

- Independent in thought and action
- Work in a fast-paced innovative environment
- High tolerance for multi-tasking
- Work overtime when necessary