

Job Specification

Job Title: Sr. Network Administrator
Company: Hilco Trading, LLC
Location: Northbrook, Illinois

Position Summary

The Network Administrator is an experienced, proactive individual responsible for the implementation, maintenance, administration and ongoing support of the hardware, software and processes that are used throughout the Hilco Organization. This position is challenged with providing the user community with a secure, reliable network infrastructure and maximum availability of network resources. This individual will keep network users informed of network-related issues and the proper usage of resources. Sensitivity to the needs of the user community and proactive communication are essential to this position.

Essential Duties and Responsibilities

- Administration of multiple (25-30) physical and virtual Windows 2003/2008 servers at multiple locations.
- Perform server installations, upgrades, patches and maintenance.
- Manage Active Directory user accounts and groups. Manage Group Policy.
- Monitor health, performance and availability of servers and WAN links.
- Provision disk space and manage Storage Area Network.
- Ensure that all systems are backed up backed up regularly and successfully.
- Perform general Microsoft Exchange Server administration. Manage mailboxes, distribution lists, information etc...
- Work with outside service providers as necessary to troubleshoot and rapidly solve network problems or to implement or change services.
- Assist in review, recommendation and purchase of IT hardware, software and services.
- Create, review and manage IT related processes, policies and procedures.
- Monitor WAN connections and ensure maximum availability of network resources for remote offices and mobile workers.
- Establish appropriate network connectivity for new or relocating offices.
- Administer Enterprise anti-virus/anti-malware system. Ensure that all endpoints regularly receive updated signatures. Provide reports as needed.
- Have a good understanding and a keen insight of available technologies and how they can be applied throughout the organization to improve our business systems.
- Occasional off-hours or on-call work is required.
- Provide desktop and remote support as necessary for Windows XP & Windows 7 PCs.

Education and/or Experience:

The ideal candidate will have a BS degree in Computer Science or related discipline and MCSE certification. This individual must have 5+ years of solid enterprise network experience providing local and wide area network support over VPN links. Experience will include installing, maintaining, upgrading, and trouble-shooting servers, network hardware and software in a Microsoft Windows 2003/2008, VMware vSphere environment.

Strong experience in administration of the following products is essential:

- Windows 2003/2008 Server
- Exchange Server 2003. Upgrade experience to Exchange 2010 is a plus
- Internet Information Services.
- VMware vSphere
- Cisco Switches, Routers, ASA Firewalls, VPNs and clients

Administration experience with the following products is helpful:

- BlackBerry Enterprise server and other smartphone support
- Hitachi AMS Storage Area Network
- Microsoft SQL Server 2005, 2008
- Microsoft Sharepoint
- McAfee Total Protection Suite with E-Policy Orchestrator
- Mimosa Nearpoint Archive
- Symantec BackupExec
- Barracuda web filter
- Ironport anti-spam filter
- HP/Compaq server hardware and software