



# Office Job Posting

**Position Available:** Network Systems Administrator  
**Location:** Muskegon, MI  
**Department:** Business Processes & IT  
**Business Unit:** Group Technical Services  
**Hours:** 8:00 am – 5:00 pm or approved Alternative Work Schedule  
**Reports to:** Director IT

**Qualifications Required:**

Qualification 1: Bachelor's Degree (B. S.) from a four-year college or technical school in Computer Information Systems, Computer Science or a related field,

Qualification 2: At least five years helpdesk related experience, including two or more years in a network support/administration capacity;

Qualification 3: OR equivalent combination of education and experience.

Qualification 4: Microsoft Systems Engineering certification desired.

Qualification 5: At a minimum, broad knowledge in 1 or more areas of specialty, and fundamental knowledge in 3 or more areas of specialty; (Specialties include: Network Administration, Windows Server, MS Exchange, desktop Operating Systems, IIS, WAN administration, backups, DHCP, TCP/IP, RAS, VPN, Router Configuration, Internet DNS & Firewall, Troubleshooting & fixing server & desktop hardware).

Qualification 6: Advanced knowledge of Microsoft Server and desktop Operating Systems, MS Office suite, MS Visio 2000, MS Project 2000, Internet Explorer, MS Outlook, MS Exchange, MS SMS, email administration, networking and connectivity concepts, including TCP/IP, WAN, RAS, and VPN. Troubleshooting, installing and replacing motherboards, hard drives, RAM, cards, peripherals, etc.

Qualification 7: CISCO CCNA knowledge desired.

Qualification 8: AVAYA PBX knowledge desired.

Qualification 9: Ability to work flexible hours, as assigned.

**Summary of Job Duties:** Plans, configures, installs, maintains, and monitors the SAF-HOLLAND computer network, file servers, PC applications, and desktop systems. Provides onsite and remote technical support to global computer users throughout the organization.

- Member of the IT technical team that supports the SAFHOLLAND SAP, EDI, network, file-servers, e-mail, and desktop systems;
- Analyzes ongoing network data and computer system needs;
- Determines optimal server and network configuration to ensure network reliability, security, and performance;
- Makes recommendations for action;
- Develops plans; Implements solutions (configures, installs and monitors for quality assurance).
- Provides onsite and remote technical support to global computer users throughout the organization (multi-country and multi-language);
- The Network Administrator maintains complete security and confidentiality of all Company records and employee data; adhering to all legal and SAF-HOLLAND policy requirements.
- Participates in IT department on call rotation coverage, as assigned; Occasionally receives calls for assistance and to fix the problem; may be required to dial-in or physically return to the work site after hours
- Position requires work outside of normal business hours in order to implement, upgrade, convert, fix, or replace a software or hardware system, or to keep SAF-HOLLAND Computer Systems up and running properly.

Job Posting – Network Systems Administrator

**Candidate Pool:** Open to any qualified candidate.

**Travel Requirements:** Approx 10%-15%

**Relocation:** Not available.

Resumes can be e-mailed to [husaresumes@safholland.com](mailto:husaresumes@safholland.com) with “Network Systems Administrator” in the subject line, or faxed confidentially to 616-546-6813, by mail to Linda Henke, Human Resources, 467 Ottawa Ave., Holland, MI 49423.

**Equal Opportunity Employer**