



SYSTEMS ADMINISTRATOR II

Overview

As our Systems Administrator you will be a key contributor to helping the business network and systems run efficiently for your colleagues and for OLEDWorks. If you have worked in a small business before where a team is mighty and wears many hats to get the job done, you know us a little already because that's how we roll. If you haven't yet, you don't want to miss this opportunity. Here is where you come in. We need someone to focus specifically on our network, our operating systems, our software, our hardware, and our IT processes. Also, the team has been diligently working hard to implement a global company-wide ERP system and need a key teammate for ongoing support. If this role feels good to you, we are eager to hear from you!

What You'll Do Every Day

Each day, you will provide technical solutions and support to ensure systems are functional and operational. Exactly what application, hardware, software, or computer system you are focused on may look different from day to day. You will monitor systems, troubleshoot, and test and implement fixes where needed. Assessment and communication are key in order to coordinate with different areas of the business when changes need to be made. You will maintain systems and applications and install upgrades. You will take the appropriate steps to ensure network security and make recommendations accordingly.

When you start at OLEDWorks, you will be brought up to speed on the status of the ERP system implementation and how you can contribute to the successful roll-out and functionality of the system. This may include monitoring, maintenance, management of users and access rights, database query development, reporting, configuration, and more.

You will collaborate with different departments to understand the varying needs of the business and may contribute to special projects. You will work closely with our 3rd party vendor who currently handles many of our help-desk requests and other IT areas of support to ensure a coordinated delivery of IT support services to the business.

Skills You Must Bring

You bring a Bachelor's level education and aptitude in information technology or computer science and hands-on working experience in network and/or system administration. You know your way around current technology and functionality to help identify and implement solutions. It will be extremely helpful for you to have skills in software to support our internal ERP system. You are comfortable working independently as well as coordinating with others and your ability to problem solve is a must. You can adapt within a changing and growing company environment and seek out solutions with a positive outlook. You have demonstrated the delivery of great internal customer service in previous employment and understand the importance of the same at OLEDWorks.

Apply here or submit your resume and cover letter to careers@oledworks.com. If you want to see the more detailed job description, [click here](#).

OLEDWorks is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, color, creed, national origin, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, familial status, domestic violence victim status, disability status, military or protected veteran status, genetic information (including genetic characteristics), citizenship or immigration status, or any other characteristic protected by law.