

LAN and Project Manager Job Description

Benefit Service Center is a privately held company founded in 1991, located in Chatsworth California. The sole focus of the company is benefit administration. We are currently recruiting for a Full-Time LAN and Project Manager.

Essential functions of the position include, but are not limited to:

- Deploy, maintain, upgrade and update VMWare servers (Hosts and Guests).
- Install and manage internal networks, IP addresses, firewalls, routers, subnets and other connection and security components.
- Perform daily administration functions such as add/change users, backups, viral detection, performance tuning and other routines.
- Trouble-shoot LAN/WAN network.
- Maintain and update company's websites.
- Perform daily data back-ups of network servers.
- Research software/hardware and other tools to help increase employee overall productivity.
- Working with outside technology vendors for existing software/hardware and exploring new options that will increase productivity and ease of use.
- Document and organize current vendor information as well as setup communication protocol in the event of required support from vendor.
- Modify password and content filtering policies as necessary.
- Manage the disaster recovery architecture.
- Maintain SQL databases, create and modify as necessary to increase productivity.
- Oversee various property improvement projects.
- Perform and assume other duties and responsibilities as directed by management.
- Maintain and update on-site and off-site hardware and software.
- Organize and optimize network directory and file layout for ease of user access, security and separation of user roles, and ease of backup.
- Ensure that company is following proper HIPAA protocol in all aspects of business.
- Create protocols and/or automation to allow company users to follow protocols easily.

Requirements:

- In-depth knowledge of network hardware/software and protocols, Windows Server 2003+, Exchange 2003+, and PC hardware/software.
- 5 years experience in Windows Systems Administration in a production environment.
- Strong problem-solving skills with the ability to identify root causes and design optimal process solutions.
- Must have good inter personal oral, written communications and have a high level of moral and ethical codes.
- BS in Computer Science or acceptable certification in Networking.
- Microsoft Exchange and Active Directory 2003 experience.
- Experience in website design and development.
- Microsoft Certified Systems Engineer (MCSE 2003).
- SQL Reporting Services for SQL Server Performance and Analysis Metrics.
- Advanced skills and experience in Administration and Customization of MS SQL Server Management Studio 2008, MS Visual Studio 2008, Team Foundation Server.
- Posses a highly efficient teamwork style complemented by independent work habits.

LAN and Project Manager Job Description

- Outstanding ability to accurately handle voluminous details, demands and tasks simultaneously; see multiple tasks through completion, often with quick turnaround.
- Posses a high customer service etiquette with; vendors, the public and other departments within the organization.
- Knowledge of unions a big plus.
- Willingness to work overtime, as needed.
- Challenged and motivated by large, complex, fast-paced environment requiring patience and a sense of humor.
- Advanced Excel skills, such as formatting, formula writing, importing, and exporting files.
- Advanced experience in standard documentation practices for network, security and disaster recovery protocols.
- Experience in Linux setup and administration.
- Experience in HIPAA security compliance practices a plus.
- Experience in security technology for file transfers, including but not limited to PGP encryption, SSH, SFTP, Zix Mail Encryption.
- Experience in VOIP technologies, Fonality software a plus.
- Experience in prevention and removal of virus and malware.
- Printer Troubleshooting.
- Advanced experience in Microsoft Office Products such as Excel, PowerPoint, Word and Outlook, capable of creating mail merges.

Due to the immediate nature of the position, applicants must currently reside in the local area.

Compensation

Salary – Depending on qualifications