



May 30, 2017

We have an opening in the Cincinnati office for a **Systems / Network Administrator**. This position will report to the Manager, Technical Services. This is an exempt position.

The Systems / Network Administrator will be responsible for assisting in managing systems, security and network IT infrastructure for the company, including installation, configuration and troubleshooting all local and remote systems. They will assist in setting the strategic direction of the DCPG infrastructure, researching and recommending appropriate technical recommendations relating to the systems infrastructure. In addition, the position will be responsible for the logical and physical security of the IT Systems including virus protection, firewall rules and software/hardware support.

**Responsibilities will include:**

**MAINTAIN SYSTEM / NETWORK INFRA-STRUCTURE**

1. Troubleshooting and repairing all network, hardware, and software related issues in environment.
2. Maintains all servers both virtual and physical for the network and security infrastructure.
3. Keeps abreast of technology, suggests new/improved technology to assist the organization.
4. Gathers pricing and information to help Infrastructure Manager with purchase decisions regarding infrastructure purchases.
5. Assist in creating/maintaining corporate policies/standards on security and compliance.
6. Administer and maintain end user accounts, permission, and access rights.
7. Manage VOIP phone system.
8. Performs maintenance, adds patches/upgrades, and monitors inbound and outbound activity for appropriate use.
9. Basic technical support at the network level: WAN and LAN connectivity, firewalls, and switches.
10. Basic remote access solution implementation and support.

**END DEVICE SUPPORT**

1. Oversee installation, configuration, connectivity, maintenance and troubleshooting of end users desktops/laptops.
2. Maintain and support mobile devices and their security.
3. Install, configure and maintain printer systems.

Performs other duties as assigned.

**The qualified candidate should have the following credentials**

1. Bachelor's degree in computer science preferred.
2. Four plus years related experience and/or training.
3. Equivalent combination of education and experience.
4. Must be detail-oriented and have excellent problem-solving and analytical skills.
5. Excellent oral and written communication and interpersonal skills.
6. Knowledge of industry security tools and policies.
7. Knowledge of Microsoft operating systems (Server 2008 to present), VMware, Exchange, Active Directory, Avaya switches and telephony expertise.

8. Knowledge of SonicWALL and Barracuda equipment (or similar hardware).
9. Knowledge of McAfee (EMM/EMO) anti-virus (or similar software).
10. Knowledge of HIPPA and PCI compliance.

This is a unique opportunity to contribute to the growth and development of an industry leader. The Dental Care Plus Group offers a great work environment, excellent benefits, and opportunity for professional and financial growth.

All interested candidates may submit a confidential letter and resume, specifying your experience, qualifications and salary requirements to Mr. Michael Waldman at 100 Crowne Point Place, Cincinnati OH 45241 or [jobs@dentalcareplus.com](mailto:jobs@dentalcareplus.com)