

Network Administrator

Lakeview Light & Power is searching for a Network Administrator to join our team. The Network Administrator is responsible for the technical design, planning, implementation, performance tuning, support and recovery procedures for all corporate, private and public cloud systems. You will be our technical expert in the administration of complex integrated systems and services and deliver creative solutions to Lakeview Light & Power's internal and external customers. You will collaborate effectively with other departments in order to achieve our company-wide strategies.

To succeed in the role, you must be passionate and energetic to ensure our customers continuously experience top-notch performance while utilizing highly available, secure products. This role is best suited for a highly organized system administrator with experience in an agile corporation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers, troubleshoots, resolves problems, monitors, and conducts performance management and reporting. Responsibilities include patch management, virus management, capacity management, system upgrades and system monitoring for Windows environments.
- Continually improve effectiveness and efficiency of system performance using qualitative and quantitative measures.
- Detects, isolates and resolves system issues encountered during operations. Additionally, provide documentation and communication on any lessons learned post-incident.
- Participate in after-hours call coverage if needed.
- Build and maintain strong working relationships across all stakeholder groups. Advise, influence and work with teams to roll out new systems to achieve goals.
- Supports the implementation, testing and documentation of Disaster Recovery/Business Continuity initiatives.
- Works within the established and documented process for change management to build test and implement approved changes.
- Assist Chief Financial Officer with coordination of periodic cybersecurity and penetration testing, including management of any subsequent remediation work.
- Manage procurement of software and hardware for staff members.
- Provide information to Chief Financial Officer for annual budget.
- Develop, maintain and monitor cyber policies for system users.

SKILLS & ABILITIES:

- Energy, passion, and imagination. You will be challenged, and also have an opportunity to make a difference.
- Experience architecting and designing complex infrastructures.
- Experience implementing and managing Office 365 and Azure services.
- Knowledge of Windows Server 2008R2 through 2016 and Hyper-V.
- Ability to provide appropriate, relevant written guidance to stakeholder groups ranging from developers to executives.
- Must have the ability to multi-task in a very dynamic environment with changing priorities.
- Confidence to drive accountability for deadlines across departments and organization structures.
- Ability to commit time and energy required to meet project schedules and objectives.
- An attention to detail, and ability to clearly articulate the status of multiple efforts at any time.
- Ability to problem solve as challenges and/or risks are identified.
- Share knowledge and work with individual users.

MINIMUM QUALIFICATIONS:

Five or more years of recent professional related experience in system administration, cloud computing, high availability/DR concepts, or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities. Ability to effectively communicate with customers on all levels. Ability to perform in-depth systems analysis, recognize problems, opportunities or underlying patterns.

Job Type: Full-time, Monday-Thursday 7:00 a.m. to 5:30 p.m. non-exempt position reporting to the Chief Financial Officer

Experience: Network Administrator: 5 years (Preferred)

Location: Lakewood, WA

How to Apply:

Completed resumes, and other supporting documentation can either be sent via email to llp@lakeviewlight.com or via fax to (253)588-9682.