

CRYOMECH

Network Administrator

Cryomech, international leader in cryorefrigeration, has been a Syracuse-based high-tech manufacturer since 1963. Learn more about our exciting projects at Cryomech.com

As we settle into our brand-new building, we are growing our team to add capacity and meet the increased volume of customer orders.

Position Summary

This position is responsible for the company's enterprise network design, implementation, and administration.

Essential Duties and Responsibilities

- Set up computers for new employees, as needed
- Maintain the server including back-up operations and maintenance
- Establish and maintain a running inventory of all hardware and software
- Set user-based standards for computers and network based on application requirements of business model roles (AutoCAD, MS-Office, etc.)
- Create and maintain a maintenance schedule for computers and network to ensure standards are met
- Create Help Desk protocols and policies specific to network hardware and software issues
- Develop Help Desk Trouble Ticketing tool to record user and network issues and mean time to repair metrics
- Establish methods and procedures for installing new software on users' computers
- Oversee internet usage, file storage, software installation, social media and other related policies
- Prepare five-year plan that includes enhancements to data storage, network performance, reliability and individual computer performance based on projected business growth and plans.
- Explore new technologies and benefits to the company business model
- Maintain phone system
- Back up documentation
- Maintain strict confidentiality regarding all company-proprietary information
- Other duties may be assigned

Qualifications and Education Requirements

- Bachelor's Degree in computer science or other technology field is preferred; Minimum of 3 years of related experience; or equivalent combination of education and experience.
 - Programming experience in Python, GAB or similar is preferred
 - Software experience in Crystal reporting, or Ninja RMM is preferred
 - Window Server OS experience: Active directory and Group policy management is preferred
 - Experience with Cisco switches; CCNA certificate is preferred
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Employee Benefits

- Cryomech offers a generous benefits package including health, dental, vision, 401K, long and short-term disability, life, employee stock ownership plan (ESOP), training, tuition reimbursement, and Paid Time Off (PTO).

Cryomech is an Equal Opportunity Employer. All qualified applicants will receive consideration regardless of disability status, veteran status, or any other New York State or federally protected characteristic.
