

Job Title: Network Administrator**Job Type:** Full-Time**About the Role**

We're looking for a skilled and proactive Network Administrator to join our team. In this role, you'll be responsible for maintaining, optimizing, and securing our network infrastructure to ensure reliable and efficient operations across the organization. An IT professional responsible for coordinating the installation, maintenance, and troubleshooting of various kinds of network equipment.

Key Responsibilities

- Creating strategies to improve the efficiency of the networks and making cost-cutting recommendations to management.
- Keeping track of the service providers an organization uses for voice, video and data circuits.
- Playing an active role in network management by performing call re-routing, script modifications, and emergency adjustments depending on the company's needs.
- Working on regular escalations and coordinating with the operating team to solve various kinds of network problems.
- Resolving telecom management issues and providing weekly reports.
- Helping with the management of various types of projects related to network services.
- Keeping track of server support by reviewing system and application logs, in addition to verifying that scheduled jobs like backups have been automatically completed without errors.
- Ensuring that base operating system patches and upgrades have been done whenever necessary. In some cases, network administrators may need to apply software updates to provide optimal performance and security manually.
- Perform general system monitoring to ensure that all hardware is functioning properly.
- Assisting with the creation of guidelines and methods to install and manage host computer operating systems, disk arrays, network switches, and various other components.
- Must coordinate with the other department regarding all the network equipment at the local site.
- Provide all the necessary information and guidance to the Network and PC personnel.
- Should keep track of all the hardware and software updates.
- Must test the new hardware and software solutions that are to be implemented within the local center.
- Put in place the network security and audit procedures
- Keep track of the regular reports and updates on IT related issues and initiatives.
- Make sure that the organization is following the accepted standards and policies.
- Take care of the scheduled backups of all files, security information, licenses, and other things.
- Maintain a record of upgrades and additional pertinent information such as the sites network, hardware, and software inventory.
- Look after the monitoring of local network performance and server drive space utilization.

- Keep a check on the user accounts and security permissions within the center.
- Maintain domain controllers, licensing, voice and data cabling, equipment configuration and pertinent documentation.

Required Qualifications

- Bachelor's degree in information technology, Computer Science, or related field (or equivalent experience)
- 7+ years of proven experience as a Network Administrator or similar role
- Strong knowledge of networking protocols (TCP/IP, DNS, DHCP, VPNs)
- Experience with network monitoring and diagnostic tools
- Familiarity with firewalls, security systems, and access control models
- Excellent problem-solving and communication skills

Preferred Qualifications

- Industry certifications (e.g., Microsoft MCSA/MCSE¹, Cisco CCNA/CCNP (Routing & Switching), CompTIA Network+, VMware VCP/VCF, Dell VxRail Design/Deploy V2)
- Experience with cloud networking and virtualization
- Knowledge of cybersecurity best practices

Applicants should send a resume to HR@LA4TH.ORG

EOE M/V/F/D
