System Administrator

A little bit about Diamond C

At Diamond C, our purpose is to fuel the growth and success of our team members, customers, and community abroad. We're committed to more – more process improvements, more sustainable manufacturing, and more opportunities for our team. As a Quality Inspector you will be responsible for evaluating products against established quality standards. The role will build effective relationships across the business and have a strong focus on our foundational "Do Work, Love Strong" culture.

This position is located in Mt. Pleasant, Tx.

Overview

At Diamond C, our purpose is to fuel the growth and success of our team members, customers, and community abroad. We're committed to more process improvements, sustainable manufacturing, and opportunities for our team. As a System Administrator, you will be responsible for ensuring the smooth operation, security, and reliability of our organization's IT infrastructure. Your role will involve managing servers, networks, and various IT systems to maintain an efficient and secure computing environment. The System Administrator will build effective relationships with team members and leaders across the business and have a strong focus on our foundational "Do Work, Love Strong" culture.

Responsibilities:

- Install, configure, and maintain server hardware and software, ensuring optimal performance and resource utilization, including expertise in VMware virtualization to manage and optimize virtual machines, proactively identifying and resolving server-related issues, monitoring system performance, and optimizing system resources for optimal efficiency and stability.

- Proficiently administer Active Directory services, including user and group management, organizational unit (OU) design, and group policy implementation. Ensure smooth integration of user accounts and access controls across various systems and applications.

- Implement and maintain security measures to protect the organization's IT assets from unauthorized access, malware, and other cyber threats. Monitor security logs, conduct regular vulnerability assessments, and respond to security incidents promptly.

- Demonstrate expertise in PowerShell scripting for automation, task scheduling, and system management. Utilize PowerShell to streamline repetitive processes, configure system settings, and facilitate efficient IT operations.

- Effectively administrate Software as a Service (SaaS) applications used within the organization. Ensure proper user provisioning, access controls, and data security for SaaS platforms. Collaborate with vendors for issue resolution and feature enhancements.

- Implement and maintain IAM solutions, including single sign-on (SSO) and multi-factor authentication (MFA). Enforce identity policies and access controls to safeguard sensitive data and mitigate security risks.

- Provide technical support to end-users, resolving hardware and software-related problems promptly and efficiently. Offer training and assistance to ensure users can effectively utilize IT resources.

- Implement and manage data backup solutions to ensure data integrity and availability. Develop and test disaster recovery plans to minimize downtime during system failures or emergencies.
- Plan and execute system upgrades and patch management processes to keep software and hardware up-to-date and secure.
- Maintain comprehensive documentation of IT infrastructure, configurations, procedures, and troubleshooting guides to facilitate knowledge sharing and team collaboration.
- Collaborate with cross-functional teams, including developers, network administrators, and IT support, to ensure seamless integration and effective team communication.
- Participate in IT projects, including infrastructure upgrades, system migrations, and technology implementations, ensuring successful project completion within established timelines.
- Manage user accounts, permissions, access rights, and storage allocations in accordance with best practices regarding privacy and security.
- Demonstrate a comprehensive understanding of PC operating systems, encompassing Windows, Mac OS, Linux, and Android, as well as expertise in server operating systems and their successful implementation.

Qualifications:

- Bachelor's degree in Computer Science, Information Technology, or a related field (or equivalent work experience).
- Proven experience as a System Administrator or in a similar IT role.
- Strong knowledge of Windows and Linux operating systems.
- Familiarity with network protocols, services, and security standards.
- Hands-on experience with server virtualization technologies (e.g., VMware).
- Proficiency in scripting languages (e.g., Powershell, Python) for automation tasks is desirable.
- Understanding of backup and disaster recovery principles and tools.
- Knowledge of cloud computing platforms (e.g., Azure) is a plus.
- Excellent problem-solving and analytical skills with the ability to troubleshoot complex technical issues.
- Strong communication skills to interact effectively with end-users and other team members.
- Ability to work both independently and collaboratively in a fast-paced environment.

We encourage and welcome applicants with any and all backgrounds, experiences, abilities, and competencies. All decisions regarding hiring, promotion, discipline, and discharge are based on qualifications, merit, and the needs of the business. We are an equal-opportunity employer.

Signature   **Date**