



IT SYSTEM ADMINISTRATOR

In 1985, Mike and Kim Crabb founded Diamond C with a small team and a big dream. Over the years, the company has grown significantly, now employing over 900 team members. Diamond C remains a family-owned and operated business, with a strong emphasis on our foundational “Do Work, Love Strong” culture, which is based in Mt. Pleasant, TX.

We are unwavering in our commitment to more – more process improvements, more sustainable manufacturing, and more opportunities for our team. Our purpose is to fuel the growth and success of our team members, customers, and community. We're dedicated to being a positive force for change and using our expertise to make a meaningful impact on our community abroad. This role is located in Mount Pleasant, TX 75455

Purpose:

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

Responsibilities:

- Install, configure, and maintain server hardware, software, and virtual environments (VMware, Hyper-V) to ensure optimal performance and resource utilization.
- Administer Active Directory services, including user/group management, organizational units (OUs), and group policies.
- Plan and execute system upgrades, patch management, and disaster recovery strategies to maintain infrastructure stability and security.
- Implement and manage identity and access management (IAM) solutions, including single sign-on (SSO) and multi-factor authentication (MFA).
- Apply security measures, conduct vulnerability assessments, monitor logs, and respond to security incidents to protect IT assets.
- Utilize PowerShell scripting to automate tasks, manage systems, and optimize IT operations.
- Administer Software as a Service (SaaS) applications, ensuring proper user provisioning, access control, and vendor collaboration for issue resolution.
- Provide technical support to end-users, resolve hardware/software issues, and offer training to ensure the effective use of IT resources.
- Collaborate with cross-functional teams on infrastructure upgrades and system migrations while maintaining thorough documentation of IT processes.
- Implement data backup solutions and develop disaster recovery and incident response plans to minimize downtime during system failures.

Qualifications:

- Bachelor's degree in Information Technology, Computer Science, or a related field.
- Proven experience in IT system management and support, with at least X years in a managerial role.
- Strong knowledge of hardware, software, networking, and security protocols.
- Excellent leadership and communication skills.
- Project management experience and certification (e.g., PMP) is a plus.
- Familiarity with ITIL or other relevant frameworks.
- Problem-solving and analytical abilities.
- Ability to work collaboratively and effectively with cross-functional teams.

Benefits:

- Medical
- Dental
- Vision
- Long and Short Term Disability
- Employer Paid 25K Life Insurance
- Other Supplemental Policies
- Physical Wellness Program
- Paid Maternal/Paternal Leave
- Tuition Reimbursement Program
- 401(k) & Company Match
- Scholarship