

# OFFICE POSITION



## NETWORK 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.

### Purpose:

As a Network Administrator at Diamond C, you will ensure the efficient operation and optimization of our network infrastructure, focusing on seamless connectivity and performance. You will monitor network systems, troubleshoot issues, and implement upgrades to support business operations while maintaining key security measures to protect our data and infrastructure. Collaborating with cross-functional teams, you will address both network performance and security needs, driving continuous improvements and aligning with organizational goals,

### Responsibilities:

- Develop and implement network security strategies to protect IT systems and data, ensuring alignment with organizational goals.
- Monitor network performance and troubleshoot issues using advanced tools to minimize downtime and optimize efficiency.
- Implement and maintain firewalls, VPNs, and other network security measures, conducting regular audits to ensure compliance with security standards.
- Provide technical support for escalated network and security issues, working with cross-functional teams to resolve critical incidents.
- Manage IT infrastructure projects, including network upgrades and security enhancements, ensuring they are completed on time and within scope.
- Identify and remediate security vulnerabilities across the network, continuously improving infrastructure processes and protocols.
- Design and implement network backup and recovery solutions to ensure business continuity in the event of system failures.
- Analyze performance metrics and security data to identify trends, driving improvements in network performance and risk mitigation.
- Document all network changes, configurations, and project outcomes, contributing to continuous improvement in IT processes.

### Qualifications:

- Experience with Aruba network solutions, including configuring and managing switches, WLANs, and LANs.
- Knowledge of FortiGate firewalls, including security policy administration, VPN setup, and intrusion prevention.
- Proficiency in managing and securing IT infrastructures, with expertise in network security and troubleshooting.
- A bachelor's degree in Computer Science, Information Technology, or a related field, or 3-5 years of hands-on experience in network administration, is preferred. Relevant certifications such as CompTIA Network+, CompTIA Security+, or Aruba/FortiGate certifications are a plus.
- Strong analytical and problem-solving skills, with the ability to design and maintain secure and efficient network environments.
- Commitment to Diamond C's “Do Work, Love Strong” culture and dedication to teamwork and continuous improvement.

### 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

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.

**Acknowledgement - I agree and accept the offer and responsibilities as stated above:**

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_