

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.
- Administer Oracle databases, performing user management, backup and recovery, performance tuning, and patching tasks.
- Develop and maintain SQL scripts to support data extraction, reporting, and automation of administrative tasks.
- Support and administer ERP systems, including configuration, user role management, integration support, and stakeholder coordination for ongoing improvements and issue resolution.

Qualifications:

- Bachelor's degree in Computer Science, Information Technology, or related field, or equivalent work experience.
- Proven experience as a System Administrator, with strong knowledge of Windows and Linux operating systems, virtualization technologies (e.g., VMware), and network protocols.
- Proficiency in scripting languages (e.g., PowerShell, Python) for automation tasks and understanding backup and disaster recovery principles.
- Experience in Oracle database administration and a solid understanding of SQL scripting and query optimization.

- Familiarity with ERP system administration and integration with enterprise systems.
- Familiarity with cloud computing platforms (e.g., Azure) and security standards is a plus.
- Strong problem-solving and analytical skills, with the ability to troubleshoot complex technical issues.
- Excellent communication skills and the ability to work independently or collaboratively in a fast-paced environment.
- 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.