



System Administrator

WORK FOR A COMPANY THAT IS AS UNIQUE AS YOU ARE!

TR Toppers is recruiting for a full-time **System Administrator** in Pueblo, CO who has a strong work ethic with a willingness to work hard; is dependable; positive attitude, adaptable; honest; self-motivated; willing to learn and grow; and has a strong self-confidence. If this description fits you, we encourage you to apply for this position.

TR Toppers offers a very competitive compensation package based on experience, which includes year-end bonuses and a company-funded pension plan. Benefits include optional medical, vision, dental, life insurance, generous paid time off, holidays, referral bonus, and a great work environment.

TR Toppers is a national food processing company located in Pueblo, CO. We specialize in processing name-brand candies and other types of inclusions that are used in a variety of food products, such as ice cream and cakes, and shipped throughout the company. We are a progressive family-owned business and we are rapidly growing.

SUMMARY: This position is responsible for managing and supporting a variety of systems. As technology advances, information systems and technology are essential to business success. Systems administrators ensure all systems have secure connections and perform smoothly to serve the needs of employees. They serve as a technical expert who performs day-to-day maintenance and repairs, including software and computer installations and upgrades, routine automation, security maintenance, troubleshooting, training, and technical support for all users and projects of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Windows Server Network Administration including Exchange and SQL Servers
- Microsoft Azure and 365
- Windows Desktop Support
- Phone System Administration
- Network Infrastructure and Security
- Maintain equipment used for Warehouse Management System
- Support Access Control, VMS, and two-way radio systems
- Special projects as the company needs to evolve
- Performs other duties as assigned or required.

REQUIREMENTS: (Please document your education/experience on your resume in detail):

- Minimum of 5 years of work experience in IT
- Server administration – Active Directory, Exchange, Group Policy, WSUS, Backup, File and Printer Sharing, Remote Desktop
- Understanding of Microsoft Hyper-V technology, experience with Hyper-V cluster a plus
- Basic hardware troubleshooting
- Windows Desktop Operating Systems
- Understanding of network topology and TCP/IP
- Network security, experience with IDS/IPS, (SSL, IPSEC)VPN a plus

PREFERRED QUALIFICATIONS:

- Experience in food processing, manufacturing, and warehousing environments
- IP Telephony and Camera Systems
- Virtual computing technologies
- Software – Sophos Endpoint, MS Office 365
- Advanced Windows Server administration and configuration – Exchange, Hyper-V Cluster, SQL Server, Active Directory, Multipath iSCSI
- MCSE or other Microsoft certifications

NECESSARY REQUIREMENT:

- The successful candidate must pass a pre-employment background check and drug screen.
- Must be authorized to work in the United States without any restrictions and without sponsorship.

REQUIRED SKILLS:

- Self-starter, ability to work independently as well as in a team environment.
- Excellent problem-solving abilities in a time-sensitive environment.
- Effective communicator and trainer.

WORK SCHEDULE: 40 hours a week – Monday to Friday – (Must be flexible to work longer hours to meet the needs of the company).

LANGUAGE SKILLS: Ability to read and interpret technical documents in English. Ability to write technical reports and formal correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS: Basic math skills relevant to educational requirements.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to occasionally lift personal computer equipment and printers.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most of the duties of this job take place in an office environment. Occasional exposure to the warehouse and production facilities is necessary and can expose the employee to loud noise, extreme cold, and air particles resulting from processing candy.

OPENING DATE: June 21, 2022

CLOSING DATE: Open until filled.

HOW TO APPLY: Submit an application/resume detailing related work experience and requirements as listed in the job announcement to TR Toppers, Inc. 320 Fairchild Street, Pueblo, CO 81001

Job Type: Full-time

Pay: \$65,000.00 per year + DOE

COVID-19 considerations: Temperature checks upon entrance into the building. Common surfaces are sanitized regularly.

Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, sexual orientation, gender identity, protected veteran status or disability

EOE AA M/F/Vet/Disability