

## **MIS Administrator**

The MIS administrator performs a variety of maintenance, software installation, end-user support and training tasks to ensure end-user workstations and network performance meet company and user requirements.

### Key Responsibilities

- Ensure 24/7 operational capability of our ERP (SBT) system.
- Ensure the efficient use of LAN and systems resources.
- Maintain corporate data security.
- Ensure the integrity of ERP software data files.
- Administration of network resources including file servers, email and printers.
- Maintain and enhance backup and archival solution for corporate data.
- Oversee and manage all aspects of the company's Microsoft Exchange email server and Microsoft Outlook on client computers.
- Oversee and manage all aspects of the company's anti-virus software solution on servers and client computers.
- Ensure that all corporate computers are up-to-date with the latest Microsoft Windows and Microsoft Office patches and updates.
- Oversee and manage a terminal server solution to allow employees to run applications remotely.
- Oversee and manage all aspects of the company intranet web server.
- Oversee and manage all aspects of the company remote access server.
- Ensure all corporate data is backed up regularly.
- Develop, code, and maintain software applications based on management's needs.
- Serve as the primary contact for helpdesk support on computers, printers, peripherals, telephones, network, and all company software.
- Oversee and manage all aspects of the company wireless network.
- Maintain a solutions knowledgebase when solutions are found for user problems.
- Maintain a company-wide software baseline to ensure that all software is up-to-date and secure.
- Order and setup equipment and supplies based on specific needs.
- Monitor the corporate servers, network, and phone system on a regular basis to detect potential reliability and security problems.
- Work with a contractor to ensure that all employees have their telecommunication needs met.
- Keep abreast of all emerging computing, networking, hardware, and software technologies to ensure employees have the best available tools at their disposal.

### Education, Experience and Skills

- Minimum BA or BS degree in computer science, Information Systems, or related degree.
- Minimum 3 to 5 years of experience. Experience in manufacturing environment a plus.
- Strong problem solving and analytical skills
- Strong oral and written communication skills.
- Project management experience.
- Skilled in Microsoft FoxPro programming and Active Directory administration.

Qualified candidates may send their resume to:

Broadcast Electronics  
Attn: Human Resources  
4100 North 24th Street  
Quincy, Illinois 62305  
Or tzanger@bdcast.com

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