

## Employment Opportunity Network Administrator

Thiele Kaolin Company, a leading provider of tailored mineral solutions, is currently recruiting for a Network Administrator. This position is located at Thiele Headquarters in Sandersville, GA.

### MAJOR DUTIES:

- Ensure network connectivity of all workstations and data confidentiality, integrity, and availability.
- Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts.
- Interact with vendors, and contractors to secure network products and services.
- Develop, implement and maintain policies, procedures and associated training plans for network resource administration, appropriate use, and disaster recovery.
- Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information.
- Administer and maintain end user accounts, permissions, and access rights.
- Perform server and security audits.
- Assist in performing data backups and recovery.
- Monitor network performance and resolve network issues.
- Administer VoIP gateways and network devices.
- On-call availability for emergencies.
- After-hours availability for maintenance and upgrades.
- Lifting and transporting of moderately heavy objects, such as computers and peripherals.

### SKILL REQUIREMENTS AND QUALIFICATIONS:

- College diploma or university degree in the field of computer science and/or 5 years' equivalent work experience.
- Experience working in a team-oriented, collaborative environment.
- Working technical knowledge of Cisco networking equipment.
- Working knowledge of PC operating systems, including the latest versions of Windows client and server editions preferred.
- Hands-on hardware troubleshooting experience.
- Voice over IP (VoIP) experience preferred.
- Cisco NX-OS experience desirable.
- Strong written and oral communication skills.
- Strong customer service orientation and interpersonal skills.
- Ability to present ideas in user-friendly language.
- Highly self-motivated and directed.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Willingness to take ownership of responsibilities.

Thiele offers excellent pay and a comprehensive fringe benefits package. This package includes medical and life insurance, dental, vision, sick pay, LTD, paid vacation and holidays, 401K, and educational assistance. Qualified candidates should email a resume to [careers@thielekaolin.com](mailto:careers@thielekaolin.com). **Please note "Network Administrator" in the subject line.**

Any job offer will be contingent upon the successful candidate passing a physical exam, including a drug screen and a background check as warranted.

**Thiele Kaolin Company is an Equal Opportunity Employer.**  
**Thiele Kaolin Company is a Drug Free workplace.**

