



# Junior Systems Administrator

TCR Composites is a manufacturer and supplier of composite prepreg materials located in Ogden, Utah; serving customers globally. TCR Composites is a growing company offering a good work environment, challenging career opportunities, and a comprehensive benefits package. We are currently seeking a Junior Systems Administrator.

TCR does not offer a relocation package.

## Job Summary/Objective

The Junior Systems Administrator is responsible for end-user support, maintaining and implementing hardware and software applications, as well as ensuring availability and security of systems. This position reports to the IT Manager.

## Essential Functions

- Manages domain network user accounts
- Documents, maintains, upgrades, or replaces hardware and/or software systems
- Sets up and trains users to work with new computer hardware and/or software
- Analyzes and trouble shoots computer/software issues
- Troubleshoots lab test equipment
- Manages door access codes
- Manages network files issues
- Pull, punch down, configure network cabling from switches to servers
- Keeps work area clean and organized

## Competencies

- Good technical understanding of commonly used computer concepts, practices, and procedures
- Ability to receive instructions, work independently, and establish guidelines to perform responsibilities
- Ability to meet deadlines
- Good oral and written communication skills
- Good organizational, problem-solving, and decision-making skills
- Good attendance and punctuality
- Basic knowledge of hand tool usage

## Required Education and Experience

- BS Degree in Computer Science or equivalent IT experience
- Understanding of network (LAN and WAN)
- Proficient in operating systems, including Windows 7, 10 Windows Server 2008 and newer
- Ability to provide MS Office user support
- Understanding of communication tools (phones/VoIP, etc.)

## Required Certifications

None.



### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

This role is both sedentary and mobile. Standard use of office using standard office equipment. Some exposure to various noise levels can be expected; whereas, some of the performed work would be performed in the manufacturing area. Personal Protection Equipment would be required in manufacturing areas.

### **Physical Demands**

- Regularly required to talk and hear
- Position requires sitting, standing, walking, bending, kneeling and stooping
- Capable of lifting 30-40 lbs
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Fine motor skills

### **Position Type/Expected Hours of Work**

Position is a non-exempt, full-time; 40 hours per week. Monday – Friday 7:00 a.m. – 3:30 p.m.

### **Travel**

No travel is expected for this position.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **EEO Statement**

The Company does not discriminate against any employee or applicant because of the following legally protected characteristics: race, color, religion or creed, national origin, sex, sexual orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), age, marital status, physical or mental disability, veteran status, genetic information (including characteristics and testing), or any other characteristic protected by federal, state or local law. This policy covers all personnel practices, including but not limited to hiring, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, selection for training and employee benefits.