



SENIOR NETWORK ADMINISTRATOR

Status: Full Time, Employee
Location: Miramar, Florida - USA
Work Status: Will *not* consider sponsorship for work authorization
Job Number: 2010-442

SUMMARY

The Senior Network Administrator (SNA) will work together with the Network Systems Administrator to support and maintain the organization's Network Infrastructure, provide technical assistance to computer system, automated laboratory systems and network users. Install, configure, and support the organization's communications infrastructure including local area network (LAN) switches, routers, firewall, servers, desktops, and telecommunications system. Monitor network activities to ensure network availability to all system users and perform necessary maintenance for network availability.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Support and maintenance of the following:

- The Active Directory network in Windows 2003/2008 as well as support the Microsoft operating system environment
- Servers, messaging systems, and cluster platforms, including documentation of all support processes and procedures.
- The local and wide-area network consisting of a mix of Cisco technology, MPLS, VPN, VLAN, and BGP.
- The virtualization environment including Citrix, VMware ESX, VSphere, Virtual Center and Microsoft HyperV
- Storage Area Networking (SAN) with emphasis on NetApp platforms
- The SNA will recommend technology enhancements, and develop report mechanisms on status of the environment, and provide third level (expert) support and administrative assistance on Windows Server and Cisco Networking platforms. The incumbent will interface with end users, programmers, peers, vendors, OEM, and senior management on all issues related to the support of the environment.
- Confer with staff, users, and management to establish requirements for new systems or modifications.
- Participate in performing risk assessment exercises in support of implementation activities.
- Participate in the development and implementation of change plans to existing computer systems.
- Review requirements and design documentation to ensure traceability and testability
- Participate in the development and perform IQ, OQ, PQ protocols.
- Participate in the periodic review of existing validated computer systems.
- Participate in preparing procedures related to IT and computer systems.
- Document activities and work according to SOPs.
- Other duties as assigned by area management.
- Maintain record of daily activities, problems and remedial action taken.

- Ensure that IT remains a desirable work environment, satisfying the career aspirations of all IT staff, consistent with the company objectives.
- Provides updates, status, and completion information to manager, problem request tracking system, and/or users, via voice mail, e-mail, or in person communication.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience in interpreting and implementing with regulatory (GMP, GxP, Validation, 21 CFR Part 11) requirements
- Must possess project management experience
- Ability to prioritize and manage multiple tasks
- Ability to work in a challenging and fast-paced work environment
- Excellent presentation and writing skills
- Good time management and organization skills; the ability to prioritize own work to meet tight deadlines while maintaining the highest standards of work

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Excellent written and verbal communication skills. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Excellent interpersonal, organizational, and project management skills.

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. While performing the duties of this job, the employee is frequently required to stand and walk. Installation of servers, desktops, monitors, network equipment and cables will require lifting up to 50lbs. Cable punch down requires visual color matching.

CERTIFICATES, LICENSES, REGISTRATIONS

Minimum of one of the following:

Microsoft Certified Systems Engineer (MCSE), Cisco Certified Network Administrator (CCNA)

MINIMUM QUALIFICATIONS

BS in Engineering, Computer Science, Life Sciences or equivalent with 5+ years experience. Experience in a Biologics or pharmaceutical manufacturing environment is highly preferred. Experience in Cisco network communications in computer system validation is preferred.

For consideration, submit resume to: careers@avevadds.com.

No phone calls please.