

## Network Administrator Job Description

### Background:

SHELADIA Associates is a multi-disciplinary international professional consulting firm with demonstrated experience in the successful management and implementation of development projects throughout the world. SHELADIA believes that practicality and sustainability in development projects requires flexible resource management, active participation of all stakeholders, and a shared goal of strengthening institutions and operational systems, to optimize the use of available resources. We are currently seeking a highly motivated and skilled Network Administrator experienced in managing a Microsoft Windows Server based computer network.

### Responsibilities include:

- Installing and configuring new hardware (servers, desktops/workstations, network printers) and software as needed
- Setting up desktops/workstations, login credentials, and email accounts for new users, and remove for those that have left the company
- Monitoring server / network logs, and identifying / solving any issues that arise
- Managing data backup and business continuity
- Ensuring all computers remain up to date with software patches/anti-virus updates via WSUS server
- Providing help desk functions during business hours
- Assist as needed in the maintenance of the company website
- Maintaining an inventory of IT assets
- Maintaining the phone system (add/move/remove users and extensions)
- Provide support to satellite offices in Largo, MD and Winchester, VA.

### Minimum requirements include:

- MCSA or MCSE (preferred) certification
- 5+ years of experience in network administration preferred
- Excellent communication skills, with very strong attention to detail, and ability to work independently

### How to Apply:

Applications should include a CV and cover letter.

This position is open until filled. Please send CVs to [jobs@sheladia.com](mailto:jobs@sheladia.com).

Unfortunately, due to the large number of applications that we receive, we may not be able to respond to each individual candidate. Please respect our no phone calls policy.

Equal Opportunity and Affirmative Action Employer