NeoCoil, LLC is a leader in MRI coils and imaging accessories designed for better patient comfort and experience. Our focus, through innovation and precision, is to engineer and manufacture the highest quality coils and accessories for the medical industry. Due to our growth and continued success, we are seeking an experienced **Network Administrator** to join our team.

In this role, you will be responsible for analyzing all IT related activities of multiple operationally independent organizations. Accountable for ensuring continuity of computer services and all communication systems throughout those organizations for all users, including hardware and software systems and configurations, telephone systems, websites, support and maintenance of business intelligence applications, ERP systems and end user training.

Position Responsibilities:
- Hands-on provisioning of Linux servers, services, monitoring, upgrading hardware and software, configuration management, and understanding and maintaining peripheral services and software.
- Develop the strategy for current and future technology use, incorporating emerging technology into company's platform.
- Design and implement new and upgraded systems and applications.
- Review, plan and implement IT systems in support of business operations in order to improve cost effectiveness, services quality and business performance.
- Evaluate hardware and software purchases, prepare budget recommendations and advise management on upgrades/replacements.
- Interface with current vendors and establish new relationships to support proprietary systems and custom projects as needed.
- Provide application support and troubleshooting for accounting, manufacturing, engineering and clinical practice.
- Provide support and maintenance of business intelligence application and ERP systems.
- Responsible for designing and configuring complex network systems and software applications, management of network administration to include LAN, 802.11 and VPN, Internet access, e-mail administration, network security and secure remote access.
- Configure and service fileservers, workstations, copiers, printers and other related equipment.
- Responsible for web site, security, updates, and maintenance. Oversee web site design.
- Establish and maintain Change Control and SDLC methodologies.
- Maintain network, system, PBX documentation, etc. as it pertains to each organization.
- Execution of computer system validation in accordance with FDA regulations.
- Maintain regular system backups, disaster recovery and business continuity processes, and documentation.
- Support IP phone network and other communications systems at all locations, troubleshooting problems as necessary, maintaining voice mail and related software.

- Provide end-user training and support optimum work efficiency by striving to inform the user community on pertinent issues and ensure that hardware and software fits users' needs.
- Stay abreast of the latest developments in technology and advise management on application selection, systems development, software technology and the acquisition of resources necessary to support them.
- Responsible for developing physical, network, and system security policies.
- Software licensing and auditing.
- Document IT infrastructure.

Essential Skills and Experience:
- A Bachelor's degree in Information Technology, Computer Science or Engineering with 5+ years of related experience, preferably in a regulated/process oriented environment.
- Experience supporting Microsoft Windows, Linux, and SQL server administration.
- A demonstrated understanding of Crystal Reports, HTML/CSS, Cisco, and Solidworks is preferred.
- Knowledge of business operations and general manufacturing processes.
- Ensures a sense of urgency in driving projects and help desk requests to completion.
- Actively attends to and conveys understanding of comments and questions from others; listens well and creates an environment encouraging the open exchange of information and viewpoints.
- Proactively shares timely updates and information with all pertinent end users.
- Excellent verbal and written communication skills with the ability to communicate and collaborate with end users.

If you are interested in joining a growing organization with a vision for the future, please send us your resume. We are a fast-paced work environment, offering competitive compensation, family-friendly benefits and so much more. Please visit www.neocoil.com for more information. Interested applicants should submit a cover letter and resume, including salary requirements, to traci.mortensen@neocoil.com