

## **JOB POSTING**

**POSITION: SYSTEM ADMINISTRATOR**

**COMPANY: COOPERATIVE SERVICES CENTER, affiliated with WAKE ELECTRIC MEMBERSHIP CORP**

**APPLICATION DEADLINE: DECEMBER 19, 2018**

**EDUCATION: BACHELOR'S DEGREE**

**EXPERIENCE: 3 – 4 YEARS**

**LOCATION: YOUNGSVILLE, NC**

Wake Electric Membership Corporation is seeking a full-time **SYSTEM ADMINISTRATOR** to help enhance the existing Information Technology (IT) team. Wake Electric has been one of the fastest growing electric cooperatives in the state of North Carolina for the past several years and is known for using innovative technology strategies to restore power, improve customer satisfaction and keep the cost of energy down to its member-owners. These technology solutions provide the critical backbone for nearly every function at Wake Electric and the new **SYSTEM ADMINISTRATOR** will be an integral part of managing the day-to-day challenges of keeping these systems running.

The selected candidate will be encouraged to participate in Wake Electric funded training and development opportunities in technology advancements that benefit the cooperative, and will be exposed to the latest virtual server management software and disaster recovery development. This individual will be interacting with the entire company on IT support and must have a friendly supportive attitude towards the users. The **SYSTEM ADMINISTRATOR** will also assist in developing, testing and maintaining controls for corporate cyber security.

**Primary responsibilities:** Corporate network administration, support of employee computers and mobile devices, Operational Technologies (OT), hardware/software management, user account management, network documentation, business applications, assisting in larger IT projects, and other duties as required. The position will also perform most user training and be the first point of contact for daily support of IT systems. This role will also help develop, test, and maintain Wake Electric's cyber security controls.

\* This position reports the Manager of Cyber Security and IT

**Requirements:** The candidate must have a firm understanding of virtual environments, network configurations, server administration, dynamic firewalls, mobile Apple products, Windows, PC computers and any other common network peripheral device. The successful candidate must be able to learn advanced IT concepts quickly as technologies evolve. Due to the perpetual exposure to the end user, this individual must have superior communication, organization, documentation and critical thinking skills. This position requires someone that is self-motivated and must be able to work with little to no supervision.

\* Selected candidate will be drug tested

**APPLY FOR THIS JOB:**

E-mail resume and cover letter to: [jobs@wemc.com](mailto:jobs@wemc.com)