

NETWORK ADMINISTRATOR

Responsible for the planning and evaluating new and existing network systems and services, including local area networks, wide area networks, intranets, and the internet, providing analytical, technical and administrative support. The I.T. Network Administrator is responsible for maintaining and operating of the company's computer network, as well as installing, configuring, testing, and supporting the company's IT infrastructure. The Cyber Security Specialist is responsible for implementing security policies, evaluating cyber threats, implementing software for security analysis and protection. The I.T. Network Administrator is secondarily responsible for installing, supporting and maintaining servers or other computer systems, and planning for and responding to service outages and other problems. Other duties may include scripting or light programming, project management for systems-related projects, supervising or training computer operators, and being the consultant for computer problems beyond the knowledge of technical support staff

ESSENTIAL JOB FUNCTIONS

- Plan, oversee, develop and implement network policies and procedures.
- Ensure network integrity as maintenance and modification projects to existing applications are undertaken.
- Troubleshoot network issues.
- Install and upgrade network equipment and software.
- Create and maintain documentation relating to network configuration, network mapping, processes, and service records.
- Establish and document network technical support processes and procedures.
- Manage network assets including maintenance of network component inventory and related documentation and technical specifications.
- Monitor and test network performance and provide performance statistics and reports.
- Act as technical liaison between clients, customers and vendors as needed to resolve issues.
- Create and maintain system operational documentation for server systems.
- Responsible for incident and problem ticket resolution for IT infrastructure systems.
- Maintenance and operation of all data and server backup systems.
- Recommend, develop and document IT Processes in keeping with existing policies, as well as providing input for new policies.
- Perform operating system and application installation, troubleshooting, analysis and resolution for infrastructure server components.
- Perform operation and maintenance of network components and cabling systems.
- Ensure security and viability of all IT-related systems and processes.
- Evaluate and implement intrusion protection and detection systems.
- Evaluate and implement encryption, virus protection and multi factor authentication systems.
- Perform testing of all security systems prior to implementation to ensure compatibility and deployment.
- Coordinate with IT-related vendors when necessary, ensure vendors are following SLA, and procure necessary equipment within the IT budget.
- Present a professional image at all times to clients and vendors and maintain a positive reputation of the company.
- Follow all relevant company policies and procedures.
- Assists other Departments and other administrative personnel as necessary.
- Perform other tasks as assigned.

QUALIFICATIONS

Licenses, Certifications and/or Registrations

- Network+ or Cisco Design/ Architecture Certification or 2 years' experience with Network design
- Network Security (Ethical Hacker, CompTIA Security+, CCNA or other similar certification)

Education, Experience, and/or Training

- At least five (5) years prior experience in technology-related positions with increasing responsibilities for management and support of information systems. (required)
- B.S. in Management Information Systems or Computer Science or equivalent experience. (preferred)

Knowledge, Skills, and Abilities

- Comprehensive knowledge of business functions and how information and technology impacts the company
- Design, management, and operation of managed IT systems
- Knowledge of the company's services, departments, rules, and regulations.
- Familiarity with local and wide area network design, implementation, and o
- Familiarity with operating systems such as Windows and Linux
- Strong interpersonal and communication skills (oral and written)
- Successful in fast paced and quick changing environments
- Technical expertise in all areas of information technology and information management
- Must be able to work effectively in a variety of settings.
- Listens, comprehends, and communicates well with staff, contractors, and management.
- Demonstrated ability to relate to all ability levels of the user community
- Demonstrates ability to set and manage priorities
- Translate technical language to lay audiences
- Fortigate, Fortimanager experience preferred

ELIGIBILITY REQUIREMENTS

Employment is contingent upon the successful completion of a background check, pre-employment physical and drug screen. In addition to the following:

SECURITY CLEARANCE REQUIREMENTS

- Transportation Workers Identification Credential (TWIC)

SOFTWARE

- Proficiency in Microsoft Office, including Word, Excel and Outlook required.
- Experience with Network Analyzers, Wireshark, and other auditing tools

PHYSICAL

- The employee must be able to lift and/or move more than 20 pounds occasionally
- Requires sitting, standing and walking for extensive periods of time.
- Requires working under stressful conditions or working irregular hours.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- Ability to work with a moderate noise level in the work environment is required.

WORK SCHEDULE

- Monday – Friday between 8:00am – 5:00pm, working the 9/80 schedule
- May work additional hours and days, including weekends and holidays as required.

TRAVEL

- Travel <25% of time
- International Travel required; Passport required

DISCLAIMER

This is not necessarily an exhaustive list of all responsibilities, skill, tasks, requirements, efforts, or working conditions associate with the job. While this is intended to be an accurate reflection of the current job, OCI Beaumont, LLC reserves the right to revise or change job duties and responsibilities as business needs arise. In compliance of EEOC regulations, if the employee cannot perform the essential functions of this position in a satisfactory manner, further accommodations shall be made if it does not constitute undue hardship upon this organization.

ABOUT OCI BEAUMONT

OCI N.V. is a leading global producer and distributor of nitrogen products and methanol providing sustainable solutions to agricultural and industrial customers around the world. Our production capacity spans four continents and comprises approximately 16.1 million metric tons per year of nitrogen fertilizers, methanol, diesel exhaust fluid, melamine, and other nitrogen products. We are headquartered in the Netherlands and listed on Euronext in Amsterdam. We are proud to have cultivated a strong community focused identity as a local employer with 3,600 employees around the world. Our employment strategy has resulted in a diverse global workforce encompassing 25 nationalities located in ten countries, with diverse ethnicities, religious beliefs, cultures, orientations, ages, and other traits working together respectfully and with a shared sense of purpose.

OCI is an equal opportunity employer that recruits, hires, trains, and promotes regardless of race, color, age, disability, sex, national origin or religion. We value diversity in our workforce and in the communities we serve.

OCI offers a comprehensive, first-class benefits package. These benefit plans provide a wide range of benefits and protection for the employees and their families. Full-time employees are eligible for medical, prescription drug, dental, vision, life, and disability insurance coverage upon hire. OCI also offers a 401(k) program with a company matching benefit. Full-time employees of OCI receive paid holidays and PTO.