

## **Network Administrator – Job Description Summary**

This position is responsible for ensuring the stable operation of the in-house computer network. This includes installing, configuring, maintaining, supporting and optimizing all network hardware, software and communication links. This position will also analyze and resolve end user hardware and software computer problems in a timely and accurate fashion, and provide end user training where required.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Certificates, licenses, registrations
- Physical demands
- Work environment
- Mental demands