

YOUR LOGO
HERE

Company Name

Job Title:	Network Specialist	Start Date:	
Location:		Job Code:	
Wage:		Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
How to Apply:			
By Fax or E-mail: (123) 555-0123 or email@company.com Subject Line: [Your subject line]		By Mail: [Contact] [Address]	
Job Description and Qualifications			
<p>We are looking for an enthusiastic Network Specialist to join our team which [what your team does]. The qualified candidate will maintain computing environment by identifying system requirements; installing upgrades; monitoring system performance. A highly motivated, fast learning individual with strong written and verbal communication skills is needed.</p> <p>Requirements</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills • Works well in a fast-paced, deadline driven environment • Travel: 10% Local travel • MCP and A+ Certification preferred but not required <p>Duties</p> <ul style="list-style-type: none"> • Establishes system specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing system infrastructure. • Maintains system performance by performing system monitoring and analysis, and performance tuning; troubleshooting system hardware, software, networks and operating and system management systems; designing and running system load/stress testing; escalating application problems to vendor. • Secures system by developing system access, monitoring, control, and evaluation; establishing and testing disaster recovery policies and procedures; completing back-ups; maintaining documentation. • Protects organization's value by keeping information confidential. • Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. 			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	