

Network Administrator

Runestone Telecom is actively recruiting qualified applicants for a Network Administrator position at our business office located in Hoffman MN. Shift schedule: Monday through Friday, 8AM to 4:30PM.

Job Duties:

- Configuration and maintenance of Runestone's internet service provider network and corporate network.
- Configuration and maintenance of IT equipment, PC's, servers, printers, etc.
- Create and update network documentation and diagrams.
- Create and update network monitoring and network utilization monitoring systems.
- Provide technical assistance to customers and field technicians.
- Troubleshooting broadband Internet connections, DSL, fiber, & wireless from the office and out in the field.
- Initial configuration & technical support of leased networking equipment including, but not limited to, routers, switches, wireless access points, point to point wireless, IP telephones, PBX's and IP camera systems.
- Participation in an on-call rotation with other IT staff.

Preferred Qualifications:

- Degree in Networking or related IT field, or equivalent experience.
- Understanding of DNS, DHCP, VLANs, IP subnets.
- Working knowledge of networks, routers, switches, and firewalls.
- Working knowledge of PC's, servers, Microsoft software, and peripherals.
- Strong attention to detail.
- Critical thinking and analytical skills.
- Excellent written and verbal communication skills.
- Ability to maintain composure and customer service focus when troubleshooting technical issues.
- Ability to work effectively under pressure, prioritize multiple tasks and successfully meet deadlines.
- Positive, can-do attitude

Benefits:

- 401K, health insurance, dental insurance, vision plan, flexible spending account/health savings account, PTO, holiday pay, clothing/uniform allowance.

Application Deadline: May 17th, 2024. Please submit resumes via email to russ@runestone.net

Qualified applicants must pass a thorough background screening and possess a valid driver's license.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities will be assigned as needed by management.

Runestone Telecom Association Overview:

Runestone Telecom Association is a rural cooperative telecommunications company in west central Minnesota providing local telephone, cable TV and high-speed internet to roughly 5000 customers.