



Glendora Employment Agency, Inc. is a boutique staffing firm located in the foothills of the San Gabriel Valley. Glendora Employment Agency, Inc. specializes in bringing local job seekers together with local employers. We are currently seeking a **Network Administrator**.

Job Description:

The position is with a leading company located in Upland that provides computer and network solutions. The company offers opportunity for growth and learning new skills. Primary job responsibilities include but are not limited to:

- Proactively working with MS Windows and MS Server issues
- Troubleshooting hardware and software related problems
- Daily hardware and software maintenance
- Interacting with clients of small to mid-sized companies

Minimum Qualifications:

To be considered for this position, candidate must possess the following skills demonstrated through previous work experience.

- MCSE certificate is a plus
- Minimum of 2 years experience
- Strong interpersonal, verbal, and written communication skills
- Knowledge in TCP/IP, DNS, DHCP
- Knowledge in LAN, WAN, MAN, VPN and network security technologies
- Software installation and configuration experience with Microsoft 2K, 2K3, IIS, Exchange 2003 server, SharePoint server
- Strong experience with enterprise level antivirus, back-up and recovery systems
- Good understanding of Microsoft Active Directory & MS Exchange administration
- Extensive experience in troubleshooting PC hardware, server hardware and software system problems