



GHN-Online is currently seeking a **Network Administrator**.

GHN is a Dallas-based leading provider of real-time claims management and end-to-end transaction processing solutions for the healthcare industry. We're growing fast and constantly seeking innovative professionals who are driven to make a difference.

Job description:

Network Administrator is responsible for maintaining the day-to-day operations of GHN's network.

Job responsibilities:

- Upgrades, installs, and troubleshoots networks, networking hardware devices and software
- Maintains inventory of equipment and parts as well as documentation of vendor activities
- Develops and documents system standards for computer and network devices
- Recommends and schedules repairs to the LAN/WAN
- Maintains Microsoft Exchange, and BlackBerry Enterprise Server
- Monitors and maintains Cisco routers and switches
- Understands basic concept of SAN and NAS technology
- Symantec Backup Exec experience is a plus

Common Skills:

- Handles highly confidential information/material
- Ability to communicate orally and written in a professional manner
- Prior experience supporting, implementing and/or administering network - Microsoft Windows Active Directory
- Works well both alone or in a team setting
- Strong analytical skills
- Able to be on call 24/7 or whenever the need arises

Common Requirements:

- Minimum Education: Associate's Degree in an information technology related field
- Preferred Education: Bachelor's Degree in an information technology related field
- Preferred Certifications: Microsoft Certified System Engineer (MCSE); Microsoft Certified System Administrator (MCSA); Cisco Certified Network Associate (CCNA)

Offers:

Competitive compensation and benefits, talented and upbeat staffing team focused on the quality of your career, security of working for a solid company.

Location:

Dallas, TX