

JOB VACANCY

POSITION TITLE: COMPUTER SYSTEMS AND NETWORK SPECIALIST

NORMAL WORKING HOURS: 7:30 a.m. – 5:30 p.m., Mon-Thurs & 7:30 a.m. – 11:30 a.m., Friday
(Schedule modifications and/or additional hours as required)

SALARY RANGE: \$ 58,000 - \$65,000

Are you looking for a rewarding work environment with great benefits, where you will impact the lives of others (as well as yourself)?

GENERAL DESCRIPTION OF POSITION:

Candidate will be responsible for developing, implementing, and maintaining computer and network systems and software. Develop and maintain external communication capabilities, including websites and phone systems. Work in a team environment.

ELIGIBILITY REQUIREMENTS:

1. Associate degree in Computer Science or related field or proven experience required.
2. At least two years (5 years if based on experience only) of practical experience required.
3. Strong working knowledge of Microsoft Server products (Exchange, SharePoint, SQL Server), Microsoft 365, Adobe Acrobat, antivirus applications, firewalls, network security, routing & switching required.
4. Salesforce admin experience desirable.
5. Experience in Web development in PHP. (WordPress experience a plus).
6. Experience in maintaining Access and SQL databases is desirable.
7. Knowledge of telephone switch systems and VOIP is desirable.
8. Linux experience desirable.
9. Must be willing to work on-call rotation.
10. Ability to work with minimal supervision; self-motivated, attentive to detail, well organized, dependable, productive, and function well under deadlines and multiple priorities.
11. Ability to work well with all levels of staff.
12. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.

DATES FOR INTERNAL POSTING: 1/22/24 to 1/26/24

TENTATIVE DATES FOR EXTERNAL POSTING: 1/22/2024 to Until Filled

APPROXIMATE DATE FOR POSITION TO BEGIN: Immediately

**FOR FURTHER INFORMATION, CONTACT HUMAN RESOURCES, EXT. 206 or 213
APPLICATIONS ACCEPTED –227 E. WASHINGTON BLVD., FORT WAYNE, IN
8:30 A.M. – 4:30 P.M., MONDAY – THURSDAY, OR 8:30 A.M. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT brightpointhr@mybrightpoint.org**

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.