



MB SYSTEMS ADMINISTRATOR

Position Overview

This position provides frontline technical support for end users while also maintaining and administering the Organizations IT infrastructure. This role includes help desk support, Windows Server and network administration, system monitoring, backup management, and proactive system optimization to ensure consistent performance, availability, and security across IT resources.

Key Responsibilities

1. End User Support:

- Provide technical assistance for local and remote users via phone, email, or in person.
- Troubleshoot and resolve hardware, software, and network issues in a timely manner.
- Document support activities, solutions, and escalate issues as needed.
- Install, configure, and maintain end user systems, including desktops, laptops, printers, and peripheral equipment.
- Maintain asset tracking systems, helpdesk ticketing systems, and user documentation.

2. Systems Administration:

- Perform daily monitoring to verify availability and integrity of servers, hardware, and critical system processes.
- Execute and verify daily backups; ensure offsite or cloud recovery media is created and properly cycled.
- Create, modify, and delete user accounts and access rights as required.
- Install, configure, and rebuild servers and systems as necessary.
- Repair and recover from hardware or software failures, coordinating recovery steps as needed.
- Maintain configuration procedures and system documentation.
- Apply system patches, updates, and configuration changes; introduce new tools and utilities as appropriate.
- Tune system performance, monitor system capacity, manage CPU, memory, and disk resources.
- Configure and manage hardware, storage, and system software to meet operational and project requirements.
- Support infrastructure and application systems including Active Directory, file shares, print servers, and virtualized environments.

3. Projects and Improvements:

- Provide planning and implementation support for infrastructure projects.
- Research and recommend hardware and software solutions to improve reliability and performance.
- Participate in disaster recovery planning and testing.

Qualifications

- Associates degree in Computer Science, Information Systems, or related field. Bachelors degree preferred.
- 2.5 years of experience in IT support and systems administration.
- Microsoft, CompTIA, or VMware certifications preferred (e.g., MCSA, CompTIA Server+, or VCP).
- Experience with Windows Server administration, Active Directory, Group Policy, and backup solutions.
- Familiarity with networking concepts including TCP/IP, DNS, DHCP, VPN, and VLANs.
- SAP or ERP system support experience is a plus.
- Scripting or light programming experience (e.g., PowerShell, VB.NET) is a plus.

Skills & Competencies

- Strong troubleshooting skills for both user-facing and backend systems.
- Excellent verbal and written communication.
- Ability to manage multiple tasks and priorities in a fast-paced environment.
- Strong documentation and process improvement mindset.
- Customer-focused attitude with a passion for delivering quality service.
- Ability to work independently and as part of a team.

M. BOHLKE CORP. SNAPSHOT

M. Bohlke Corp. is a world leader in architectural wood products.

We strive to provide our clients with the finest wood products that nature has to offer. Together, conscientiously and responsibly, we use one of earth's most beautiful resources to enrich the world around us.

Family owned and operated since 1966, we have led the veneer industry in many technological innovations. We are a dynamic, international company known for industry leadership, expertise and our hardworking team environment.

mbveneer.com

8375 N. Gilmore Road | Fairfield, OH



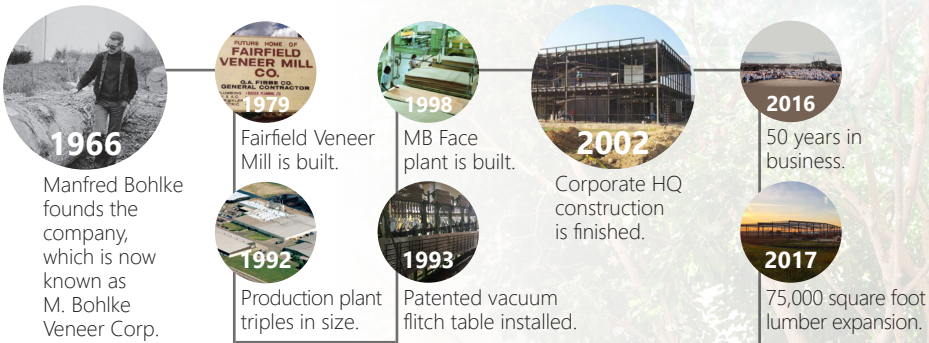


ABOUT M. BOHLKE CORP.

Our Culture

We feel that dedicated people are the key to our success. Through the efforts of our team, M. Bohlke Corp. has become a world leader in the wood industry. Over 50 of our 200+ employees have spent 25+ years with us! Our office is located in Fairfield, OH, just north of Cincinnati.

Our History



Benefits Overview



- Health and dental insurance.
- \$15,000 life insurance policy to the age of 65.
- Matching retirement contributions equal to 50% of the first 4% that an employee contributes, or 2%.
- A Perfect Attendance Bonus for hourly employees.
- Nine paid holidays.

Environmental Responsibility

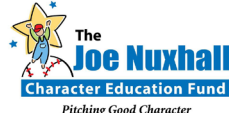
We have a strong commitment to the preservation and protection of the forests which supply our raw materials. We work with timberland owners to responsibly harvest trees in a selective manner.

Over the years, we have invested, developed and patented technology to produce the most out of veneer quality logs. From our knife grinder to our patented vacuum flitch beds, we have increased yields, allowing us to make the most out of our natural resource.



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