Date Posted:	01/25/2012
Location:	Main Office
	Denver, CO

Position: Network Administration

Department: Information Technology

Manager: Gary Robinson

This position's primary function is to lead the maintenance of the company's network communication infrastructure. In addition to maintenance, this position will be asked to analyze, design and configure future network enhancements. Desktop (pc's and Mac's) and remote access support is required. Additionally, this position will learn basic ERP support functions, including programming support using ABAP programming language and ERP configuration. SAP experience a plus.

Duties include, but are not limited to:

- Analyze and resolve all issues related to networked servers, a computer, routers, firewalls, phone lines, printers and desktop/laptop hardware (pc's and Mac's) and software.
- Administration of all email servers, applications, setup and troubleshooting.
- Administration of all network security.
- Learn and perform SAP ABAP programming and SAP configuration.
- Provide support to the department manager for all IT support functions throughout the IT area.
- Provide support and training to end users of desktops, laptops, cell phones, and the company phone system.
- Provide direction regarding network design and efficiencies by working directly with outside vendors and consultants.

Qualified candidates will have 3-5 years of previous experience in a network and desktop (pc and Mac) maintenance and troubleshooting environment, along with a willingness and capability to learn SAP. Experience with network communications required. Experience with configuration of ERP helpful. Must be able to multi-task. Customer service skills are essential in this position. College degree will be a large plus.

This position is exempt
Salary to be discussed at time of interview

PENTAX RICOH IMAGING AMERICAS CORPORATION is committed to the principles of Equal Employment Opportunity.