EASE

CONTACT:	INFO@EASELOGISTICS.COM
ADDRESS:	EASE LOGISTICS 5725 AVERY RD DUBLIN, OH 43016
MAIN:	614-553-7007

JOB DESCRIPTION

JOB TITLE: Senior Systems Administrator   **EXEMPTION STATUS:** Exempt
DEPARTMENT: Information Technology   **EEO-1 STATUS:**
PEOPLE LEADER: Senior Manager, Enterprise Technology

JOB SUMMARY: We are seeking a dedicated and detail-oriented Senior Systems Administrator with experience in managing and maintaining IT infrastructure, seeking to leverage expertise in network management, server administration, and cybersecurity to contribute to the efficiency and reliability of IT operations.

The Senior Systems Administrator will be responsible for ensuring the optimal performance, security, and reliability of our IT infrastructure, with a particular focus on our Microsoft product suite, McLeod Transportation Management System (TMS), SQL databases, Entra Active Directory, and network infrastructure. The Senior Systems Administrator will leverage technical expertise and a deep understanding of business needs to identify key improvements and enhancements.

The role requires proactive engagement with end-users and stakeholders to gather operational feedback, deliver streamlined solutions, and enhance the overall user experience and system performance. The Senior Systems Administrator will play a critical role in maintaining system health, troubleshooting issues, and implementing best practices to support our organization's growth.

ESSENTIAL DUTIES

- Maintaining server and network health, troubleshooting issues, and implementing best practices.
- Ensuring optimal performance, security, and reliability of EASE's network infrastructure.
- Identify, design & configure updates/improvements within EASE's TMS
- Develop a robust understanding of operational requirements and assess how we can modify existing TMS capabilities to streamline/automate.
- Significant cross-functional involvement to seek out new and innovative ways to leverage the TMS to better serve our customers.
- Ensure database health remains high by investigating key pain points and identifying/implementing solutions to alleviate.
- Proactively seek out new ways to innovate/improve existing business processes with an operational lens in mind.
- Stay up to date with TMS updates, requirements & capabilities to ensure EASE is best leveraging the latest benefits.
- Understand existing company technical infrastructure/capabilities to provide robust & creative solutions where technical limitations exist.

LEADERSHIP AND SUPERVISORY RESPONSIBILITIES

- While this role does not include any direct leadership this role is expected to act as a thought leader in the technology space across the business.

PROFESSIONAL
- Ability to adapt and work in a fast-paced environment.
- Build and foster an environment of teamwork, integrity, and leadership.
- Communicate, written and verbal, in a manner that is respectful, professional, and polite.
- Demonstrate efficient time management skills by being punctual and reliable.
- Keep work station clean and free of clutter.

WORK ENVIRONMENT
- The physical environment requires the employee to work in an open office setting with regulated temperatures, where many people are on the phone for long periods.

PHYSICAL DEMANDS
- Sitting or standing at a desk, typing, looking at multiple computer screens, and responding to inbound/outbound phone calls, emails, and instant messages throughout the day.
- Occasionally may need to bend, stand, or lift up to 10 lbs.

POSITION TYPE AND EXPECTED HOURS OF WORK
- This position is full-time. Employees typically work Monday-Friday, typical working hours (with an hour lunch), 40+ hours per week, as business demands.
- This role is expected to work outside of typical business hours as business needs dictate.

TRAVEL
- This position would require minimal to no travel. Employees may travel to work-related conferences, trainings, events, etc. *Employees may travel on occasion to take a new customer out to an event or dinner if the opportunity presents itself.*

QUALIFICATIONS
Education
- Bachelor's degree or equivalent work experience are required.
- Preferred experience in understanding key functionality of a Transportation Management (or like) system.
- 7+ years' experience with Windows Server Administration.
- 7+ years' experience with Network Administration.

Experience
- Proven ability to learn in fast paced environment with a high degree of autonomy.
- Proven self-motivated individual with a high degree of curiosity.
- Knowledge of SQL Server Management Studio (SSMS).
- Preferred Knowledge of Microsoft Power BI.
- Preferred knowledge of the Logistics Industry.
- Additional Desired Skillset
  - Internally driven individual who consistently seeks out information, innovations, tools, and processes with personal and professional applications.
  - Energetic, relentless, and thrives on hunting for improvement opportunities.
  - Excellent verbal & written communication skills.
  - Constructive problem solver.
  - Experience in the transportation industry is an asset.

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- o Ability to adapt quickly to different situations and multitask.
- Experience with automation and configuration.

DISCLAIMER: EASE is a rapidly growing and changing company, responsibilities of this position will continue to adjust as needed to meet business demands. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee and may change, or new ones may be assigned at any time. Employees will be notified of any additions or changes to responsibilities, duties, or expectations by their direct manager or anyone in a position of authority within EASE Logistics.

EQUAL OPPORTUNITY: EASE Logistics Services LLC is an equal opportunity employer. Each applicant and employee will be given full consideration for employment and advancement without regard to race, religion, color, sex, national origin, veteran status, age, or disability.

EMPLOYMENT AT WILL: EASE Logistics is an "at-will" employer. "At-will" means that employee or EASE Logistics can end the employment relationship at any time, for any reason, and without cause or notice. Employee and EASE Logistics have not entered any length of employment contract.

ACKNOWLEDGEMENT: I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with EASE Logistics.

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Employee Signature   Date

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Printed Name