Would you like to be a part of an award-winning team that is a leader in marine and industrial markets? Mack Boring and Parts Co. is a fast-growing company headquartered in Somerset, New Jersey. We are a tight-knit, values-driven team focused on delivering an important *promise*to our customers: providing outstanding service and delivering a premiere customer experience!

We currently have an excellent opportunity for an **IT Systems Administrator**to join our Team in Somerset, NJ. This is a hybrid role with 1-2 days in the office and 3-4 days remote each week.

**Excellence in Role Requires Ownership and Accomplishment of the following:**

* With the Director, Operations, creates Information Technology strategy and associated business plans necessary to achieve corporate objectives. Completion of significant events in business plan and adherence to Departmental P&L/budget.
* Creativity in development of information systems that allow our organization to eliminate waste and to operate more effectively and efficiently.
* Administration and maintenance of operating stability/efficiency of core production, mission-critical information systems, and technology infrastructure to allow for high availability and reliability.
* Configuration and administration of NetSuite ERP, Salesforce CRM and related systems including, but not limited to, process/workflow design and implementation, customization, and troubleshooting.
* Providing information system training and support to end-users, internal customers, and external users.
* Installing, configuring, and administering system security of multi-platform environment and adherence to industry-standard administration techniques and procedures that provide a reliable and secure technology infrastructure.
* Monitoring and analyzing daily operating environment of systems and network relative to e-mail, DNS, file-sharing, printing, applications, and other systems/services as necessary and demonstrating strong problem-solving and decision-making.
* Performing or managing software and firmware upgrades to servers, workstations, routers, switches, and other networked devices. Reviewing security advisories and ensuring service packs, fixes and patches are applied as needed.
* Maintaining e-mail/spam/malware filtering systems. Maintaining Anti-virus/Anti-X and enforcing related security policies.
* Managing and/or monitoring daily and monthly system/data backups including automatic backup routines, data-integrity testing, and offsite storage.
* Management of external information technology providers and liaising with subject matter experts, external software, and hardware suppliers for troubleshooting complex issues.
* Creating and maintaining documentation on assets (systems, hardware, software and applications) and networked users.
* Weekly 15-5 management reports that detail accomplishments from prior week, most significant events to be accomplished in the coming week and any scheduled events of significant impact.

**Education, Skills, and Work Experience:**

* 4-year college degree in Information Technology or related discipline.
* 2+ years’ work experience in information technology field.
* Applicable, industry-recognized certifications.

**Behavioral Guidelines:**

* Being coachable.
* Ability to self-generate solutions to challenges.
* A passion for information technology and eliminating waste.
* Enjoy and thrive working in a no-excuse, highly accountable environment with other similarly motivated individuals.
* Excellence in Project Management and resource allocation.
* Demonstration of skill in goal setting, project planning and execution.
* Excellent communication, with regular frequency, to project stakeholders so that no one is left guessing regarding status.
* Excitement and commitment for leadership growth.
* Adheres and is an example of corporate values of integrity, excellence, respectfulness, positivity, and perseverance.
* Accountable to fulfilling our Customer Promises.

**Specific Job Requirements:**

* Travel to remote company facilities and industry/organizational events – as needed, approximately 20%.
* Valid driver’s license.
* Ability to lift 50 lbs.

Mack Boring offers a highly competitive salary commensurate with work experience and/or education, an excellent benefits program that includes a 401(k) plan with company match, health, dental, vision and life insurance, and paid time off. We are an Equal Opportunity Employer (EOE) and do not discriminate against otherwise qualified applicants based on race, color, creed color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status. Mack Boring is a Drug-Free Workplace.