



417 Wayne Avenue  
Defiance, OH 43512  
[humanresources@team-meta.net](mailto:humanresources@team-meta.net)  
[www.metalink.net](http://www.metalink.net)

## CAREER OPPORTUNITY

### IT Consultant

#### **About Us:**

MetaLINK Technologies has been serving our customers since 1996 providing High-Speed Broadband Internet, Fiber Transport, Co-location, Web Hosting, and Hosted Phone Services and systems.

Locally owned and operated, our goal as your service provider is to offer you and your business fast, reliable Internet access and professional world class technical support to keep your connection running smoothly.

We are proud of the quality services that we provide to your businesses and households. We are active community members reaching out to help continue to build on the strength of our hometowns.

Serving Northwest Ohio, Northeast Indiana, and Southern Michigan, our footprint of services is growing along with our professional services we provide.

#### **Benefits**

- Major Medical – Dental – Vision
- HSA – monthly company contribution
- Life Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance
- Workers Compensation
- 401(k) with Company Match
- Holiday Pay
- Paid Time Off
- Bereavement Leave
- Educational Reimbursement
- AFLAC Supplemental Insurance

#### **Perks**

- Costco, Sam's Club or Zoo Membership
- Gym Membership
- Wellness Program
- Free Internet with Managed Wi-Fi
- Discounted SFN Streaming TV Service
- Holiday Party
- Holiday Turkey and Ham
- Flexibility to Donate PTO Time
- Employee Bonus Plan
- Christmas Club Savings Plan
- Voluntary Life Insurance

***Committed to deploying Innovative Broadband Technologies in our local Communities.***

**Job Summary:** Under general direction: Designs, supports, maintains, and evaluates computer systems; installs, configures, and maintains both physical and virtual computer servers; performs other related duties as assigned.

#### **DUTIES AND RESPONSIBILITIES: Systems Administration**

- Oversees the day-to-day operation of computer networks including hardware/software support, training, and special projects
- Introducing new computer systems into current setups for optimum IT functions.
- Troubleshooting IT systems when there is an issue reported by computer users.
- Performing a check to make sure all systems are working fine and up to date.
- Carrying out data backups and administration.
- Installing and maintaining software updates periodically
- Assists in providing network and remote connectivity hardware/software support
- Support logs and other related information; researches and recommends network and server hardware and software
- Assists in installing, designing, configuring, and maintaining system hardware and software
- Assists in planning, coordinating and consulting with vendors and clients for hardware/software purchases, product services and support; recommends and specifies the purchase of related products and services; keeps current regarding new hardware/software products for system enhancements

#### **MINIMUM QUALIFICATIONS**

Education: Any combination of education and training equivalent to possession of a bachelor's degree in computer science, information engineering or other related areas; such education should be at a level which demonstrates the ability to perform duties comparable to those listed herein. Possession of a Network Administration Certificate is preferred.

Training and Experience: Experience in all areas of local and wide area networks management and administration including system configuration, setup, troubleshooting, planning, designing, implementation, and user support.

#### Knowledge of:

- Standard operating systems
- Software packages, and software utilities
- Proper records maintenance and storage for local and distributed environments.

#### Skill and Ability to:

- Provide technical support to users
- Administer day-to-day operation of networks and servers
- Communicate effectively in both oral and written form
- Explain technical concepts in non-technical terms to clients and staff
- Read, interpret and apply technical instructions
- Keep current by reading, interpreting, and applying information on technological changes and updates
- Prepare clear and concise written communications
- Research technical manuals and guides to respond to user questions
- Prioritize requests, organize, schedule, and coordinate a variety of activities and projects
- Ability to learn new software and hardware packages
- Adapt to changes in technology
- Work independently and as a team member
- Establish and maintain cooperative working relationships with all those contacted during the course of work.



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#### Other Characteristics

- Possession of a valid driver's license
- Ability and willingness to travel on work assignments
- Willingness to work additional hours during the week and/or weekend, if required.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

**Job Type:** Full-time, Monday – Friday, 8:00 a.m. to 5:00 p.m.

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