

POSITION:

Computer Network Technician

COMPANY DESCRIPTION:

OptiPro Systems is a small, progressive and growing company with many exciting opportunities. OptiPro has been in business since 1982; we design and build CNC machinery, automated fabrication systems and metrology equipment for the precision optics industry. Our customers utilize our fabrication equipment to produce precision optics for telescope lenses, night vision goggles, and even optics used on the Mars rover. In addition to designing and building these machines, we perform research and development in our lab creating new manufacturing processes for exotic Optical element geometries.

JOB DESCRIPTION:

OptiPro Systems is looking for a highly motivated person who can maintain all aspects of OptiPro's internal network infrastructure including: phones, personal computers, network equipment, servers, and software. This person will also be the main point of contact for all IT related subcontractors and vendors. Duties will eventually include the following:

- Ability to use and customize Microsoft Dynamics CRM
- Ability to maintain and update Global Shop Solutions ERP System
- Setup and implement an internal SharePoint Server
- Modify and create Crystal Reports
- Website Development

POSITION REQUIREMENTS:

- High School Diploma and two years of experience with working on / repairing Windows based PCs
- Advanced understanding of Microsoft software products
- Excellent communication and organization skills
- Ability to shift tasks and priorities with little warning
- Ability to work with minimal oversight
- Ability to troubleshoot and repair both hardware and software issues
- Conceptual understanding of programming and the desire to learn a new programming language is a plus

SUMMARY OF DUTIES / RESPONSIBILITIES:

- Maintain IT infrastructure
- Implement new systems