TENSILITY

Job Description: Network Administrator

Date: April 8, 2022

Summary

Tensility designs and sources cable assemblies and components to support customers from conception through production. Our focus is to connect customers to information and products through first class, efficient, customer-centric systems. We have two locations: Redmond, Oregon, USA and Bucerias, Nayarit, Mexico.

Network administrations at Tensility is the front-line for keeping all our systems running and safe. The role supports all departments in that goal and will sit at the intersection of many different processes.

Tasks include:

1. Network:
   a. Manages, updates, and proactively secures servers
   b. Manages users, passwords, security, printers, and software for employees
   c. Manages internet providers and connections, telephones, and cell phones
   d. Proactively researches best practices in security, anti-virus, and systems
   e. Manages and develops internal systems & protocols

2. Applications:
   a. Plans and oversees major application development.
   b. Writes code/processes for any language within expertise.
   c. Integrates with marketing, engineering, and customer service to implement key initiatives related to online experience.
3. ERP
   a. In-house expert on SAP Business One.
   b. Develops queries and reporting tools.
   c. Maintains and develops functionality and employee user experience.
   d. Integrates SAP with other applications and processes.
   e. Manages the VAR.

4. Web
   a. Assists web developers in managing website, writing code, or other skills as applicable.
   b. Maintains web-related applications that support our remote-work teams.

5. Other
   a. Employee may at time be asked to participate in other activities and functions that contribute to the company as a whole, including: answering phones, preparing shipments, and assisting quality control.

TENSILITY

   b. Other activities which may be special skills of employee and become part of permanent job
       description.

Knowledge and Skills Requirements

-Bachelor's degree required. Computer science or similar preferred.
-Microsoft Certification
-Detail-oriented.
-Integrity
-Ability to work in an entrepreneurial and changing environment
-Fluent in English and Spanish
- SQL, ASP.Net, C++, HTML, CSS, etc.

Beneficial Skills
-Other programming capabilities/languages
-Second language, particularly Spanish
-Knowledge of SAP Business One

Other

-Maintain a professional appearance.
-Able to work in a team atmosphere as well as do independent work.
-Flexibility; ability to work in a changing or uncertain environment.
-Desire to learn and push personal limitations.
-Ability and/or desire to promote Tensility brand.

Working Conditions

Working conditions are normal for a professional office environment. Travel between offices will be required
occasionally.