



AMERICAN GEM SOCIETY
LABORATORIES®

Setting the Highest Standard for Diamond Grading®

Network and Systems Administrator

AGS Laboratories, a nonprofit diamond grading laboratory, is seeking a Network and Systems Administrator. If you are seeking a dynamic and challenging position, read on!

This position is located in our Las Vegas, NV office and required hours are 7:00 AM – 3:30 PM, Monday through Friday.

Job duties:

- Perform all network administration duties
- Maintain and configure firewall
- Monitor the network, ensuring optimal function and minimal downtime
- Monitor and analyze network load including traffic and utilization trends
- Maintain and install networking equipment such as managed switches, Wi-Fi, and routers
- Ensure networks are protected from physical harm, viruses, unauthorized users, and damage to data by developing and monitoring security procedures or collaborating with Director of Technology
- Support a Windows Server environment (Active Directory/GPO/File servers)
- Maintain virtual environment consisting of VMWare ESXi hosts
- Maintain and administer backups
- Support VoIP hard and soft phones and our 3CX PBX
- Provide basic-level support for Microsoft 365, including basic Exchange administration and SharePoint support
- Troubleshoot desktop issues and assist in resolving Helpdesk issues
- Communicate with end-users and provide general training when necessary
- Draft checklists, processes, support trees, and knowledge bases
- Perform other duties as assigned

About you:

- Balanced combination of technical, analytical and interpersonal skills
- Ability to clearly and effectively communicate technical information, both verbal and written to colleagues and users at all levels of the organization
- Excellent organizational and problem-solving skills and attention to detail
- Networking certifications are a plus
- Proficient with Microsoft Office Suite or related software

Education and Experience:

- Bachelor's degree in Information Technology, Computer Science, Management Information Systems, or related field required
- At least two years of experience in a systems administrator role, plus at least two years of experience administering networks

Required Skills:

- Windows Server 2016/2019 installation, configuring, networking, and performance monitoring
- VMWare and virtualization technology experience
- Active Directory and GPO knowledge
- General Microsoft 365 knowledge, including user management, Azure AD and Exchange Online
- Windows 10 desktop installation and configuration in a domain environment

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- Experience with LAN and WAN technologies, including multiple network operating systems, topologies, and protocols
- Knowledge of backup software, snapshots, and disaster recovery

Preferred Skills

- Nimble storage and SAN technology
- Experience with Veeam backup solutions
- Basic understating of Linux
- Experience working with SonicWall NSA devices

We are a team of passionate, inspired, empowered nonprofit professionals. With teamwork at our core, we make a difference by serving our members and clients to the best of our abilities every day. We believe our people are our greatest assets, so we work to attract and retain employees with our competitive compensation and benefits package, not to mention a great work environment!

We offer a competitive benefits package, including medical, dental, vision, and life insurance as well as short term and long-term disability and company matched 401(k) contributions.

AGS Laboratories is an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to, and will not be discriminated against based on age, race, gender, color, religion, national origin, sexual orientation, gender identity, veteran status, disability or any other protected categories.

Salary range \$50,000-\$68,000/annual DOE

Resume to Denise Manfra, Director of Human Resources dmanfra@agslab.com