



Job Title: Network/Systems Administrator

Department: Finance

Sub Department: Information Systems

Immediate Supervisor: Information Systems Manager

Status: Non-Exempt; Full Time

Location: Meridian, Idaho (Non-Remote)

JOB SUMMARY

This role serves as the primary point of contact for IT help desk support, while co-owning the site's network, systems, and security stack, including Meraki networking, on-premises Active Directory, Veeam backup infrastructure, and endpoint security tooling. It is well suited to someone who wants hands-on ownership across all three disciplines, alongside day-to-day responsibility for supporting end users.

DUTIES & RESPONSIBILITIES

1. Monitors the health and status of the network, including Meraki-managed switches, wireless access points, and security appliances, to ensure all devices are functioning properly, and evaluates network performance to maintain standards.
2. Installs system upgrades and troubleshoots reported issues from initial diagnosis through advanced resolution.
3. Implements and maintains VLAN configurations and firewall rules within the Meraki network environment, including remote access and VPN connectivity.
4. Manages backup and recovery operations using Veeam, ensuring data integrity and recoverability across critical systems.
5. Administers on-premises Active Directory, including user account provisioning, group policy, and server maintenance.
6. Performs vulnerability management using CrowdStrike and Rapid7, including monitoring findings and coordinating remediation.
7. Serves as the primary help desk contact for end users, providing workstation and endpoint support and managing patch deployment across systems.
8. Schedule can vary based on business needs, including nights and weekends as needed to support company-wide system installations, upgrades, backups, and maintenance.

JOB REQUIREMENTS, SKILLS, AND EXPERIENCES

1. Associate's degree in information technology, computer science, or a related field, or equivalent work experience.
2. Strong problem-solving and communication skills.
3. Good organizational skills and attention to detail.
4. Excellent and constructive interpersonal skills.



5. One to two years of experience in a technical-support, help-desk, network-support, or systems-support role.
6. Working knowledge of Windows, Microsoft Office, security best practices, and common IT hardware.
7. Ability to troubleshoot hardware, software, network, and user-access issues.
8. Clear documentation, communication, and customer-service skills.

TRANSFERRABLE SKILLS/EXPERIENCES

- CompTIA A+, Network+, Security+, or another related certification, or demonstrated equivalent knowledge.
- Basic understanding of Active Directory and Group Policy.
- Familiarity with TCP/IP, DNS, DHCP, VLANs, and VPNs.
- Basic knowledge of switches, wireless access points, routers, and firewalls.
- Familiarity with Windows Server and endpoint administration.
- Basic understanding of backup, recovery, and data-retention practices.
- Familiarity with patch-management and endpoint-security tools.
- Experience with remote-support and system-monitoring tools.

WORK ENVIRONMENT AND EMPLOYEE EXPECTATIONS

- Employees are expected to support the Company's business culture and values by demonstrating integrity, simplicity, trust, respect, and shared risk as well as by contributing at optimum levels toward the success of the company.
- Able to safely lift and carry, push or pull objects up to 50lbs.
- Able to walk, stand and work on feet for the duration of shift.
- Able to climb, balance, stoop, kneel, crouch, reach with hands and arms, grasp, handle and operate hand/power tools or controls.

COMPANY SUMMARY

JST is an industry leader, dedicated to providing state-of-the-art wet processing, drying, and chemical management tools for applications in semiconductors, electronics, flat panel displays, optoelectronics, medical devices, and other industries where cleanliness is critical.

CORE VALUES

INTEGRITY

We consistently operate at the highest ethical and moral standards.

SIMPLICITY



Our 80/20 Front-to-Back Process helps us think and act simply – it creates an intense focus on our most profitable products and customers.

TRUST

We trust our people to operate with their best efforts and in the best interests of the company.

RESPECT

We treat everyone as we expect to be treated and value the diversity of perspectives, backgrounds, and experiences of all colleagues.

SHARED RISK

We celebrate our successes together and take responsibility for our mistakes and challenges as a team.

COMPANY BENEFITS AVAILABLE

Medical / Dental / Vision | 401(k) Matching | Life Insurance | Company Paid Short-Term and Long-Term Disability | Paid Bereavement Leave | Paid Parental Leave | Paid Time Off | Holiday Pay | Available Overtime | Flexible Work Schedule | Referral Program | Tuition Reimbursement | Competitive Pay BOE |

APPLICATION PROCESS

You can download our employment application from [our website](#). Employment applications and resumes are accepted through the following venues:

- (1) Mail: 4040 East Lanark Street, STE 100, Meridian, ID 83642
- (2) Online Application: <https://jstmfg.isolvedhire.com>
- (3) Email: hr@jstmfg.com

Important Notes:

- JST is an AA/EEO employer.
- Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.