

CONTACT: justin.nemeth@barniergroup.com

COMPANY INDUSTRY: Manufacturing

Position Title:	Sr. Domino (Lotus Notes) Administrator	FLSA Classification:	Non-exempt or exempt
Department:		Location:	West burbs

Job Purpose:	<p>We are currently seeking a Sr. Domino (Lotus Notes) Administrator to provide project management, design, implementation, support, maintenance and systems expertise of the server based infrastructure components within the organization in order to ensure optimum performance and reliability of the systems upon which the company conducts its day to day business functions. The scope of technical support includes the review and resolution of system issues of all complexity levels as well as the ability to coordinate projects with business personnel, project teams and other members of the information systems organization to ensure that system requirements, deadlines and priorities are clearly defined and achieved.</p> <p>Result Areas:</p> <p>Administration - Provide administration and 24/7 support of all primary assigned computer systems including, user accounts, printers, file system security, and related administration.</p> <p>Systems Management - Manage systems environment including the measurement of systems performance, planning, design, implementation, maintenance, research and recommendation of projects to provide proactive maintenance and improvements to systems ensuring secure, optimum performance consistent with the business direction.</p> <p>Secondary Administration - Provide administration and support of all secondary assigned systems including, administration to provide back-up and 24/7 support.</p> <p>System Change Requests - Prioritize and implement manager approved system change requests of all complexity levels by carrying out tasks as required during the full lifecycle of a system change request resulting in process improvements as required.</p> <p>Project Management - Perform as a project team member on project implementations; independently completing assigned tasks of all complexity levels resulting in successful, on time and on budget projects.</p> <p>Disaster Recovery - Contribute to disaster recovery planning and business continuity planning including participation in disaster recovery assurance tests, maintenance of the associated manuals and procedures and the ongoing gap assessments that are required to keep disaster recovery plans and business continuity plans current.</p> <p>Technology - Research, identify, keep technically current and contribute new or improved technology ideas to solve specific business needs or risks.</p> <p>Documentation - Create quality documentation including configuration documentation, test documentation, end user training material using Microsoft Office tools resulting in well documented systems and well trained end users.</p> <p>Integration and Regression Testing - Create formal test cases and test procedures using standard department templates and procedures to ensure fully tested technical systems resulting in high quality systems implementations.</p> <p>Teamwork - Provide value as a team member in cross functional implementations while demonstrating effective interpersonal skills resulting in successful systems implementation.</p>
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Major Responsibilities:	1)	Lotus Domino Email Administration: Configuration and technical support for all Lotus Domino email servers running Lotus Domino release 8.0.2 and/or 8.5, administration of user accounts, Lotus Notes clients and web clients.
	2)	Email Archive Administration: Configuration and technical support for the EmailXtender email archive server running release 4.8.
	3)	Citrix Terminal Services Administration: Configuration and technical support for all Citrix servers and farms running Citrix Presentation Server and XenApp.
	4)	OS Administration: Configuration and technical support for Windows server and Linux server operating systems.

Minimum Education & Certifications Required:	Bachelor's degree in Computer Science or Information Systems is required.
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Experience & Skills Required: (in order of importance)	<ul style="list-style-type: none"> • Minimum 5+ years experience leading the design, implementation, maintenance and support of distributed Lotus Notes architectures. • Participation in a minimum of 2 full life cycle Lotus Notes implementations and/or upgrades. • Lotus Notes 8.0 or 8.5 experience is required. • Demonstrated ability to develop effective and innovative systems solutions. • Ability to handle several tasks simultaneously and effectively • Strong skills in system analysis, design, testing and documentation • Strong problem solving skills with well organized and structured work habits • Excellent verbal and written communication skills • Excellent interpersonal skills and ability to function well in a team • Project Management experience is required. • Lotus Quicker and Sametime experience is a plus. • Windows, Unix and/or Linux experience is a plus. Citrix experience is a plus. • Blackberry integration experience is a plus. • EMC Email Extender Experience is a plus. • International experience is a plus.
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Other	There will be on-going work for this role. The client is open to considering contract, contract-to-hire, or a permanent candidate.
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