



**Title:** Network & Business System Administrator – idX Baltimore

**Company Information:**

idX is the leading custom fixture and millwork manufacturer in the world. With facilities strategically located throughout North America and operations expanding globally into Asia and Europe, idX is helping companies such as Charles Schwab, Discovery Channel, Levi's, Marriott, Michael Kors, Microsoft, Nike, Ralph Lauren, Starbucks and Tommy Hilfiger achieve their brand vision.

Our mission is to differentiate idX from the competition by offering the economic and operational benefits of an international company while servicing the customer like an entrepreneur. idX has the expertise to integrate multiple materials including wood, metal, glass, laminates and veneer into outstanding retail environments. With personalized attention, extensive capabilities and a focus solely on fixtures and millwork, idX continues to deliver passionate service and exceptional quality products to our customers.

idX Baltimore is a leading manufacturer of custom acrylic, wood, and metal store fixtures. We deliver focused project management and provide a superior level of service. We are located in Columbia, just south of Baltimore.

**Description:**

idX Corporation is seeking an individual to manage the Information systems and technology for our Baltimore Division. This professional should have a strong IT and systems background, coupled with excellent interpersonal and communication skills. This position requires a self motivating, self starting individual that is capable of working both individually and in a team environment.

**Responsibilities:**

- Coordinate, troubleshoot and maintain network / server administration and hardware ensuring "zero downtime"
- Provide desktop and network helpdesk support to all clients on the idX Network
- Follow, support, and maintain all our Information Technologies standards and processes in our production environment
- Server administration for Windows 2003 Server, Exchange 2003 Server, Terminal Services, Microsoft Share Point Services, Citrix Meta-frame, and the Dynamics ERP system
- Report writing (Crystal Reports, Report Builder, Access, etc.) for all departments based on individual requirements
- Coordinate, elevate, and accelerate the use of our ERP system (Vantage) throughout the organization, becoming an expert in all modules and system fundamentals
- Document, update, and progressively educate idX associates on the use of Vantage as a business tool, creating user-friendly instructional manuals and training sessions
- Integrate various systems including telephone, voice mail, email, fax, data transfers, and file systems
- Partner and support all divisional and corporate departments, including Finance, Human Resources, Project Management, Production, and Warehouse Operations searching for IT operational efficiencies and opportunities to streamline processes
- Create and modify Access and Progress databases as required
- Provide ancillary support for all multidivisional offices
- Some travel to other divisions is required
- Other responsibilities as needed

# **idX** CAREER OPPORTUNITY

## **Qualifications:**

The candidate should have the following qualifications:

- A minimum of 5 years experience in an IT / Systems administrator role with a proven track record in IT infrastructure maintenance and development as a core competency
- Degree in Systems, Information Technology or Engineering or equivalent experience
- CCIE or CCNA designation is considered an asset
- Minimum of 2 years experience with multi-divisional wide area networking architecture, preferably with exposure to a custom manufacturing environment
- Proven expertise in ERP with fully integrated modules preferably with a familiarity with Microsoft Dynamics AX and Epicor Vantage
- Microsoft Certification in Server, Active Directory, Networking and Desktop products, or proven experience with these products (software and hardware systems) and technologies
- Extensive experience with Database Management and report creation tools
- Strong networking experience with VPN Connectivity, Routing, TCP/IP, MPLS and network security protocols
- Development experience with Visual .net, J++,X++, Crystal Reports, SQL, Progress and database development would be considered a strong asset
- Highly effective communication and interpersonal skills

The candidate must be team-oriented, ambitious and driven to succeed in a challenging high-paced and dynamic position.

**Interested and qualified candidates should submit a resume with salary requirements via email to [ITcareers@idxbaltimore.com](mailto:ITcareers@idxbaltimore.com)**

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