



## ***Full Time IT Administrator***

### **Location:**

Marinette or Green Bay office

### **SUMMARY:**

Perform highly skilled computer administrative duties; execute judgment on a variety of tasks and projects; ensure smooth computer system operations and maximum user benefits; work effectively both independently and on teams.

### **MAJOR ACCOUNTABILITIES:**

1. Systems Administration – Responsible for installing and configuring computer hardware, network equipment, operating systems, communication systems, and applications; monitoring and maintaining both local area and wide area networks and computer systems; support new application rollouts; set up new users' accounts and profiles; provide user technical support, troubleshooting and guidance. Must be in attendance during regular business hours; and as needed to meet the Bank's computer needs.
2. Data Management – Consult with data processing vendors and end-users concerning the outline of data requirements. Facilitate the extraction on core data integration with other bank owned and third-party applications.
3. Project Management - Lead employee teams from various departments in project implementation. Consult with key employees to ascertain needs and solve problems. Interact effectively with outside vendors and data processors.
4. Professional Development - Maintain educational and professional expertise through attendance at work related conferences, seminars, and workshops.
5. Perform other duties as assigned.

### **QUALIFICATIONS:**

Bachelor's degree in computer science or computer related field from four-year College or university, with internship experience preferred. Project management experience desired. Knowledge of PC and Server troubleshooting, networking, systems security and compliance. Excellent communication skills.

### **APPLICATION PROCESS:**

Apply in person at 1820 Hall Ave, Marinette, WI 54143, at any of our locations, or online at [www.snbt.com/Careers](http://www.snbt.com/Careers). Resumes may be sent to [employment@snbt.com](mailto:employment@snbt.com).

### **Equal Opportunity Employer**

***www.snbt.com • bank@snbt.com • 715-732-1732 • 800-924-1732***

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Marquette Trust & Investment Services 115 S. Lakeshore Blvd Ste D, Marquette, MI 49855 | 906-273-1501  
Green Bay Commercial Loan Services Office 2301 Holmgren Way Ste 2, Green Bay, WI 54304 | 920-606-8032