Global Communication Semiconductors, LLC

Corporate & Foundry
23155 Kashiwa Court, Torrance, CA. 90505
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Website: www.gcsincorp.com

IT Systems Analyst

Job Req: #0699
Department: MIS
Status: Full-Time/Exempt
Shift: Day

Job Description

This position is primarily responsible for providing technical support to the organization. Responsible for the maintenance and administration of the network as well as providing technical support in the administration of the Eyelit MES system.

- Provides technical support to the organization in the administration of Eyelit.
- Performs network and database administration for all applications including Eyelit. MAS 100, Microsoft Outlook, etc.
- Provides support to the organization on hardware issues as well as monitoring for computer supplies and supplies for printers and copiers.
- Develops adhoc report from Eyelit database for company personnel and customers.
- Ensures database administration is functioning.
- Ensures supplies for printers and copiers are adequately stocked to reduce downtime.
- Manages IT related projects including video surveillance system.
- Improves security system as needed.

Job Requirements

Bachelor's degree from a four-year college or university and at least three years related experience and/or training.

- Experience in network administration
- Able to conduct business with customers in obtaining needs for FTP site uploads.
- Able to communicate to vendors on required computer needs.
- Able to effectively communicate to service companies pertaining to the copier as well as maintenance required on computer equipment.
- Able to work with other employees concerning program requirements and information extractions.
- Ability to work effectively under pressure while meeting all applicable deadlines.
- Experience in Cybersecurity program is preferred.