Employment Opportunity
Systems Administrator

Thiele Kaolin Company, a leading provider of tailored mineral solutions, is currently recruiting for a Systems Administrator. This position is located in Sandersville, Georgia.

SUMMARY OF POSITION:
Producing efficient and elegant code based on requirements. Planning, testing and deploying programs and applications. Troubleshooting, debugging, maintaining and improving existing software. Perform system administration and upgrades, ensure audit compliance.

SKILL REQUIREMENTS AND QUALIFICATIONS:
- Bachelor's Degree in the field of Information Technology preferred; a minimum of five years' work experience required.
- Proficiency in a variety of programming languages.
- Excellent understanding of coding methods and best practices.
- Extensive relational database and operating systems experience with Microsoft SQL Server.
- Able to communicate effectively with non-technical staff and with members of interdisciplinary teams.
- Flexible and adaptable in regards to learning and understanding new technologies.
- Strong written, oral, and interpersonal communication skills.
- Ability to conduct research into software-related issues and products.
- Highly self-motivated and directed.
- Good analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.

PRIMARY RESPONSIBILITIES
- Support the system administration of Thiele's IBM Maximo maintenance, repair and operating (MRO) system.
- Perform upgrades and maintenance to Thiele's IBM Maximo system.
- Support the system administration and enhancement of Thiele's Mining and Property Management (MPMS) system.
- Manage projects to ensure project completion and success.
- Liaise with network administrators and Information Services staff members to assist in resolving problems with software products or company software systems.
- Analyze and assess existing business systems and procedures.
- Define, develop and document application business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments.
- Define software development project plans, including scoping, scheduling, and implementation.
- Research, identify, analyze, and fulfill requirements of all internal and external program users.
- Consistently write, translate, and code software programs and applications according to specifications.
- Write programming scripts to enhance functionality and/or performance of company applications as necessary.
- Design, run and monitor software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging.
- Administer critical analysis of test results and deliver solutions to problem areas.
- Generate statistics and write reports for management and/or team members on the status of the programming process.
- Develop and maintain user manuals and guidelines.
- Train end users to operate new or modified programs.
- Conduct research on emerging application development software products, languages, and standards in support of procurement and development efforts.
- Liaise with vendors for efficient implementation of new software products or systems and for resolution of any adaptation issues.
- Recommend, schedule, and perform software improvements and upgrades.
- Install software products for end users as required.

Thiele offers excellent pay and a comprehensive fringe benefits package. This package includes medical and life insurance, dental, vision, sick pay, LTD, paid vacation and holidays, 401K, and educational assistance. Qualified candidates should email a resume to latonya.martin@thielekaolin.com. **Please note "Systems Administrator" in the subject line.**

Any job offer will be contingent upon the successful candidate passing a physical exam, including a drug screen and a background check as warranted.

Thiele Kaolin Company is an Equal Opportunity Employer.

Thiele Kaolin Company is a Drug Free workplace.

BSI
FM 22359