



NetSuite Administrator

Title: NetSuite Administrator

Reports to: VP, Business Systems, IT & Software Development

Location: Remote (USA)

The Switch Enterprises, LLC ("*The Switch*") founded in 1991, is the largest privately held video solutions service provider in North America. *The Switch* is recognized as the industry leading pioneer of video solution services through our innovative fiber optic network and currently provides advanced video switching and local fiber circuit services, scalable Ethernet, and *Home Runs* remote production via its *Five Nines Service* across the United States, United Kingdom, and Canada. *The Switch* was recently awarded a U.S. system patent for customer-controlled video data content delivery, the 2013 New Bay Media Product Innovation Award for Switch-IT, and the 2012 Broadcast Engineering Excellence Award for Network Automation. The Switch has experienced explosive growth and offers a fast paced and dynamic work environment with a focus on exceeding both individual and team expectations. Our customers demand "Unparalleled Quality" and *FiveNines* reliability from our network and it is our corporate responsibility to satisfy their expectations by continuing our expansion in services and network reach, while remaining cost effective.

Learn more about us at: www.theswitch.tv.

The Switch is seeking a highly qualified NetSuite Administrator who will be responsible for, but not limited to systems administrations, NetSuite Development, user account management and user support for the NetSuite system.

Principal Responsibilities:

- Oversee all NetSuite activities, reporting, data management, updates, process improvements & perform routine support.
- Day to day NetSuite system administration including resource in architecting, implementing, training, supporting, documenting & providing technical & functional assistance with NetSuite.
- Ensure NetSuite is running smoothly & properly supporting the day to day operations of the Company.
- Develop & provide training materials for new NetSuite users as well as training the staff on new and existing features in NetSuite.
- Responsible for system troubleshooting, testing & version upgrades.
- Provide ongoing assistance and support to all internal NetSuite users.
- Integrated, support & maintain 3rd party software connections to NetSuite.
- Maintain up-to-date knowledge of NetSuite functionality.
- Monitor & evaluate performance to enhance efficiencies & effectiveness of NetSuite.
- Implement new NetSuite functionality as needed.
- Plan, manage & communicate progress of various NetSuite projects while achieving project milestones & deliverables on time and on budget.
- Conduct system testing as required.
- Serve as the primary interface for all NetSuite projects and system related issues.
- Work closely with employees utilizing the internal business systems.



Qualifications/Skills:

- Bachelor's Degree preferred.
- NetSuite Certified preferred.
- 3-5 years of related experience administering NetSuite.
- Strong data analytics, reporting & database experience.
- Extensive understanding of business processes & requirements.
- Self-driven, self-motivated, goal oriented & confident individual.
- Strong problem solving & analytical skills.
- Outstanding attention to detail & ability to work quickly & efficiently in a fast paced, challenging environment.
- Ability to effectively communicate technology issues & resolutions internally across various departments & teams.
- Understanding of cloud and SaaS platform-based Company operations and infrastructure.
- Excellent written and oral communication skills.

Our employees are our greatest asset. We offer a corporate culture that provides a personal challenge and rewards our employees for their successful efforts. We strive to provide our employees with a wide array of the industry's leading benefit packages and human resource services.

Schedule and Compensation:

- Full-time
- Comprehensive Benefits Package
- Compensation based on experience