

Systems Administrator

We offer a competitive salary along w/ an annual bonus opportunity, company-paid medical, company-paid dental, a generous paid time off (PTO) program & paid holidays, 401k w/ a match, company paid life insurance, employee stock ownership plan (ESOP), tuition reimbursement program, short term disability, long term disability, vision & more.

The role of the Systems Administrator is to support the organization by managing, configuring, and maintaining the various responsibilities of the IT Department.

RESPONSIBILITIES:

- Cisco network hardware configuration, deployment, and management
- Windows Server and Active Directory configuration, deployment, and management
- VMware ESXi hosts and supporting solutions (Veeam backup, Dell/EMC SAN, etc)
- Office 365 and Cisco Secure Email
- Mitel VoIP System
- Documenting infrastructure, infrastructure changes, and IT processes
- Resolving help desk tickets and general end-user support
- Effectively, professionally, and respectfully represent the Information Technology department and its services to the company.
- Assisting company technical end users with configuration and troubleshooting of various solutions and systems
- Continued professional development through training and certification
- Various IT related projects
- Other Duties as Assigned

EXPERIENCE:

- 2 years' experience System Administrator, Network Administrator or similar role or equivalent training and/or education in hardware, software, network troubleshooting
- Two years minimum experience with configuring, troubleshooting, and deployment of network solutions
- Windows client and server operating systems is REQUIRED.

COMMUNICATION SKILLS:

This position requires handling confidential information in an appropriate manner. Employee interactions must be handled with diplomacy and tact. Individual must be able to gauge the employee's technical ability and communicate with them in appropriate technical or non-technical language with patience and a customer-friendly attitude.

DECISION MAKING/JUDGEMENT:

This position involves projects and/or assignments granting considerable decision-making authority regarding procedures, plans, and schedules. While there are developed guidelines for many common issues, there may be no existing guidelines for a particular task or issue. The employee will be required to solve problems independently and determine satisfactory solutions. Ability to work independently and as well as part of a team is imperative.

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OTHER SKILLS AND REQUIRED ATTRIBUTES:

- Must be able to learn and support new and rapidly changing technologies.
- Excellent interpersonal skills.
- Familiarity with a wide range of standard office hardware and software.
- Strong problem-solving skills.

REQUIREMENTS:

- High School Diploma-Required
- Occasional travel to other company offices.
- Lifting and/or carrying of 15-30 lbs. or more when necessary.
- Must have a valid Florida Driver's License
- Candidates will be required to pass a pre-employment background check & drug screen
- Minimum Two Years' Experience configuring, troubleshooting, and deployment of network solutions
- Resourcefulness and problem-solving aptitude
- Two Years' experience as a System Administrator, Network Administrator, or similar role