

Systems Administrator

The Systems Administrator is responsible for the network and server infrastructure and technical support of business applications across multiple client with diverse requirements. Applicant must ensure high availability of all critical systems and network infrastructure by use of monitoring and support tools and best practices. The Systems Administrator will ensure a high level of security and performance controls. Work hours are primarily 9-5, Monday-Friday; however some afterhours work (in person, via telephone or remotely) is required as part of our emergency support services. A valid driver's license and willingness to travel is required.

Qualifications:

The documentation, analysis, implementation, testing or modification of network infrastructure based on user or client design specifications.

Server installation, maintenance, documentation and support.

Application installation, maintenance, documentation and support.

Network maintenance, documentation and support including support of the mobile technologies, iPhone/iPad/Android/Blackberry including Blackberry Enterprise Server.

Network and server performance monitoring and analysis.

Server and Application security maintenance and review.

Research and Development for key IT infrastructure and strategies.

Ensure redundancy and stability for all critical systems.

Ensure data protection and recoverability for all supported systems.

Escalate/communicate issues and concerns as necessary.

Participate in 24/7 on-call support for system availability and client support

Must work independently and in a group to manage full scope of responsibilities with minimal supervision.

Skills: (Not all required as some training will be provided.)

Experience working with Microsoft operating systems, system administration, and system security experience.

MSSQL Server database administration skills a plus.

Experience with VMWare, Active Directory and SharePoint is preferred.

Experience with enterprise level anti-virus, intrusion detection, SPAM control and similar core systems control products is preferred.

Experience working with Linux server operating systems including CentOS and Redhat with focus on email and website hosting.

Excellent PC skills, including Microsoft Office

Linux Server (RedHat, CentOS) as well as postfix/sendmail/MySQL skills preferred.

The ability to manage specific tasks as projects both independently and as directed by management.