



System Administrator

Summary

The System Administrator will manage and direct the company's information technology (IT) operations, ensuring the department provides efficient and effective technical support services.

Duties

- Leads development and implementation processes for the organization's IT systems.
- Develops and implements business continuity protocols to minimize disruption to business operations in the event of emergency situations or data loss
- Establishes efficiency and efficacy standards, providing recommendations for improvement of IT infrastructure
- Analyzes IT infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements, and other metrics and needs
- Oversees security of systems, networks, and enterprise information
- Facilitates IT security audits or investigations
- Develops and maintains relationships with external IT vendors and service providers
- Coordinates multisite IT systems
- Performs other related duties as assigned
- Manage Zoom/VoIP Services
- Manage other internal software

Requirements

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent verbal and written communication skills.
- Proficient in the latest technology for IT systems and management.
- Proficient in Windows desktop and server, Active Directory, and related on-premise solutions.
- Understanding of Azure AD Connect, familiar with hybrid system environments
- Proficient in Microsoft Office Suite.

- Proficient in administering Microsoft 365 Office, Endpoint, Defender, Azure Active Directory, and related technologies.
- Familiarity with SharePoint and file systems
- Understanding of Microsoft Azure solutions
- Understanding of VMWare ESXI
- Excellent organizational skills and attention to detail.
- Excellent analytical and management skills.
- Excellent interpersonal skills.
- Thorough understanding of IT and practical applications to support the company's goals.
- Experience with teaching IT practices

PERSONAL ATTRIBUTES:

- Be honest and trustworthy
- Be respectful
- Be flexible and adaptable
- Demonstrate sound work ethics
- Good sense of humor
- Able to work independently

EDUCATION & WORK EXPERIENCE QUALIFICATIONS:

- Microsoft Certification in Office 365 and Endpoint Technologies, such as MS-100, MS-101, MD-100, MD-101, SC-900.
- 2-3 years of experience in IT
- Azure certificates preferred