

# Systems Administrator - JOB DESCRIPTION

## Summary/Objective

We are currently looking for a Systems Administrator to join our team. The successful candidate should have a solid understanding and hands-on experience with computer software, hardware and networks. S/He will be responsible for the overall monitoring, planning, organizing, and execution of system updates. The Systems Administrator will oversee the organizations network environment, servers and end user devices. This includes supporting and maintaining existing applications and newly implemented solutions. Provide regular updates on system status to aid management in making decisions on current and future requirements.

## Essential Functions

- Remotely monitor LAN, WAN and server status to ensure systems are updated and patched.
- Receives and responds to support calls from end users within SLA timelines.
- Provides deskside support to end users when needed/requested.
- Proactively provides and recommends technical solutions for upgrades and anticipated maintenance.
- Perform moves/adds/change/deletes (MACD) for IT systems
- Maintains and manages antivirus software and proactively respond to events.
- Ensures the consistency and maintainability in support of existing hardware and software by maintaining standards/procedures.
- Participates on all hardware and software evaluations.
- Represents IT at meetings when appropriate.
- Manages implementation and execution of new/upgraded information systems.
- Evaluates and implements IT for maximum efficiency and cost containment.
- Ensures users/customers are provided professional, courteous, and timely support and service.
- Stays abreast of trends and policy changes to ensure effectiveness and compliance.
- Maintains records of IT assets and acquisition of new assets.
- Directs the design, development, and maintenance of systems, programs, and systems software to meet management and company's information needs.
- Supports IT policies, standards, practices and security measures to ensure effective and consistent information processing operations and to safeguard information resources.
- Maintains knowledge in the area of systems and hardware and incorporates new developments into the future systems of the company.
- Complete other duties as assigned.

## Requirements

- 1 - 2 years
  - Experience working as a Systems Administrator
  - Experience managing Servers (Active Directory, DNS, DHCP, DFS, Hyper-V, Print Servers, Domain Controllers, Remote Desktop and Group Policy)
  - Experience supporting and troubleshooting LAN and WAN connections
  - Experience managing Office 365 instances.

- Experience providing end user support remotely using GoToAssist, TeamViewer or similar tools
  - Working with vendors and remote teams to solve complex problems
- Industry certifications (Microsoft, CompTIA....)
- Local travel to office location to provide break-fix support, hardware installation and status checks.
- Able to work independently and perform duties with little direct management.

**Work Location**

Primarily remote with local travel to supported offices.

**Salary**

Based on experience

If interested, send your resume to [info@LNKETECH.com](mailto:info@LNKETECH.com)