

Jr. Systems Administrator

Description:

We are looking to expand our I.T. department and have an opening for a hard-working entry-level technician who is passionate about technology and can absorb information. Ideal candidate enjoys working with people and excels at problem solving, with an eye for detail.

Responsibilities:

Assistance in all aspects of the I.T. department, this includes:

- Provide technical support to internal office users, as well as phone support for branch offices.
- Installs, configures, and maintains new end-user hardware, software, and peripherals
- Installs, configures, and maintains new or existing servers, software, and operating systems.
- Installs, configures, and maintains IP phones and phone systems.
- Manage smart phones for office and field personnel.
- Create in-depth documentation of processes and system configuration.
- Monitors, troubleshoots and resolves issues with hardware, software, and networking.
- Maintain copiers, faxes and printers.
- Basic programming experience is a plus.
- Various other responsibilities may be assigned as needed.

Required Skills:

- Strong communication skills.
- Strong troubleshooting skills.
- Fast learner
- Strong documentation and organization
- Familiarity with Windows XP to Windows 8.1 and Server 2003 to 2012 R2 and Mac OSX
- Periodic after hours or weekend work may be required.
- A valid driver's license and clean driving record.
- You must be able to pass a drug screening.

Preferred Skills / Experience:

- A bachelor's degree in Computer Science or a student in the process of completing the degree.
- MS Office Suite, familiarity with (MS Exchange) and Citrix XenCenter.
- Experience with DHCP Management, Active Directory, Backup Restoration.
- Familiarity with HTML/CSS/PHP/ASP.Net MVC, SQL Server and Visual Studio

Email Resumes to: it@worklogichr.com