



# Junior Systems Administrator

(Exempt)

## **SUMMARY:**

The principal function of the Junior Systems Administrator position is to provide high quality support for the firm's IT infrastructure ensuring security, stability and system availability are always priority.

## **ESSENTIAL FUNCTIONS:**

- Works with the team to ensure uptime remains a top priority
- Supports the Microsoft Windows server platform infrastructure
- Administers User Permissions for all platforms and applications
- Administers Group Membership for users
- Assists with Administration of Active Directory and Azure Active Directory
- Assists with Administration of DNS, and DHCP
- Diagnoses and corrects computer systems issues.
- Provide hands-on system administration support, system maintenance and operations support
- Assists with remediation of server-related alerts
- Works on minor projects for the infrastructure team
- Applies OS and system patches and upgrades on a regular basis, and upgrades administrative tools and utilities
- Runs reports and works with the security team on software inventory
- Monitors, assigns, escalates, and remediates support tickets for the Infrastructure Team
- Works on internal emails lists
- Communicates with other IT staff and departments on system issues or maintenance downtimes
- Coordinates with vendors for required support
- Works in a team environment
- Other duties as assigned

## **REQUIRED KNOWLEDGE:**

- Technical, analytical and interpersonal skills required
- Experience working with a variety of server based applications
- Excellent verbal and written communication
- Windows Server, IT Ticketing Systems, and AD object management
- Active Directory Administration to include DNS and DHCP
- Azure Active Directory a plus
- VMware or another virtualization platform knowledge a plus

## **EDUCATION/CERTIFICATIONS:**

- 1+ years of experience in the field
- Bachelor's Degree in computer science is preferred but not required
- Desired certifications but not required – MCSE, Network+

## **WORKING HOURS:**

Work may require more than 40 hours per week to perform the duties of the position. Work may require travel, although very infrequent. Work may require late night/early mornings (server patching, etc.)

## **WORKING CONDITIONS:**

Work is performed in a normal heated or air-conditioned office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. EOE. We participate in e-verify.*