

Position: IT Administrator

Location: reports to Metro Office

Sullivan Office: 8 South Washington, Sullivan IL

Associate Level Position

Directly responsible for all IT network, hardware, and system needs. He/she will oversee all functional areas: Field systems, IT Projects, IT technical training, and System Administration.

Responsibilities

- Provide Technical Support to all office staff
- Manage and prioritize multiple projects of varying levels of complexity
- Provide System Administration to keep networks and servers operating efficiently
- Maximize uptime for critical business systems
- Ensure IT related issues are resolved in a timely manner, enabling business success
- Maintain Security for all IT related equipment/electronic environment
- Upkeep and maintain of network design and infrastructure, server, and IT equipment
- Manage desktop and mobile platforms (cell phones, laptops, tablets)
- Take initiative to identify ways to improve product adoption and performance using creativity and flexibility.

Education: Associates Degree in Computer Information Systems, Business Management, or other related field.

Experience/Skills:

- 2+ years IT experience
- Motivate self-starter, must do well with little supervision
- Project management
- Moderate VPN/Firewall knowledge
- Experience using and managing VMware environment, ESXi Hosts, etc
- Experience with Linux Operating System

Preferred Skills:

- Experience setting up & maintaining platforms including switches, routers, and other network devices
- Experience configuring, repairing, and maintain laptops for the workforce

Benefits

- Challenging work
- Flexible work schedule
- Small business culture
- Working for a growing and respected firm
- 401k plan with company match
- Full company provided Health, Vision, Dental, Life, Disability Insurance

Compensation: \$17.50 - \$22.50

Job Types: Full-time, Part-time