Systems Administrator

Job Description

At VEC Inc., we rely on our IT systems to help our business succeed. We're seeking an experienced systems administrator who is eager to use and grow his or her technological skills. In this role, the successful individual will protect our critical information, systems, and assets, build solutions, implement new software and hardware, provide training, and assist in the development of an overall IT strategy. From early on, you'll be given challenging assignments, lead initiatives, and take ownership and responsibility. And, you'll receive training to help you become a leader in your field. Our ideal candidate will be passionate about applying their skills to meet and exceed expectations.

Objectives of this Role

- Maintain essential IT operations, including remote network systems, security devices, operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware
- Own projects, solutions, and key responsibilities within a larger business initiative
- Handle business-critical IT tasks and systems
- Enable faster and smarter business processes and implement analytics for meaningful insights
- Nurture dependable IT infrastructure and networking that's always up and running
- Partner with internal and external partners to communicate project status, activities, and achievements

Daily and Monthly Responsibilities

- Perform server administration tasks, including user/group administration, security permissions, group policies, print services, research event log warnings and errors, and resource monitoring, ensuring system architecture components work together seamlessly

- Monitor datacenter health using preexisting management tools and respond to hardware issues as they arise; help build, test, and maintain new servers as needed
- Maintain internal infrastructure requirements including, laptop and desktop computers, servers, routers, switches, firewalls, printers, phones, security updates; support internet, intranet, LANs, WANs, and network segments
- Interact with the help desk and other teams to assist in troubleshooting, identify root cause, and provide technical support when needed
- Perform routine/scheduled audits of the systems
- Create concise documentation of infrastructure and training documentation for user endpoints

Skills and Qualifications
- Knowledge of Microsoft Hyper-V system administration, failover clustering, and Storage Spaces Direct (S2D)
- Expertise in basic network configuration, networking fundamentals, and network security best practices
- Experience with firewalls, specifically PFSense, and firewall VPN deployment
- Experience with or knowledge of operating systems; current equipment and technologies, enterprise backup and recovery procedures (VEAM Backup and Replication), system performance-monitoring tools, active directories, Hyper-V virtualization, HTTP traffic, content delivery, and caching
- Experience in project management and cloud computing (specifically Microsoft Azure and Microsoft 365)
- Expertise in creating, analyzing, and repairing large-scale distributed systems
- Creating volumes, assigning to servers and remote replication
- Able to communicate clearly and in a professional manner, in the team and with the customer

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- Professional certifications
- Able to lift at least 50 lbs

Preferred Qualifications

- Bachelor's degree in technology or computer science
- Cisco Certified Entry Networking Technician (CCENT)
- 4 years relevant work experience