



## Systems Administrator

The systems administrator will be responsible for supporting internal end users as well as all internal windows server infrastructure. The ideal candidate will be someone with 5 years of IT and security experience, a background in both networking and windows server administration, good communication skills, a college diploma in IT, and the ability and desire to provide outstanding support to the network, servers, workstations, and the end users.

### Responsibilities:

- Provide administration on Windows 2000 and newer AD servers
- Install, configure and support corporate applications
- Configure and support directory services
- Support DNS/DHCP services
- Manage the Corporate server backups and IT disaster recovery operations
- Do daily and weekly backups
- Interface with offsite storage company
- Assist in Exchange Server implementation
- Assist in Checkpoint VPN/Firewall implementation
- Provide administration for the Exchange Server
- Provide administration for the Checkpoint VPN/Firewall
- Administer server hardware at the co-location facility
- Administer corporate network infrastructure
- Implement IT and Security policies
- Assist in desktop deployment (Windows XP/RedHat Enterprise Linux) as needed
- Assist in asset management as needed

### Qualifications:

- Systems Administration experience with Windows 2000 and new servers
- Extensive knowledge of Active Directory
- Prior Experience with Veritas Backup Exec and Symantec System Center
- Knowledge of TCP IP networks and troubleshooting (subnets, firewall concepts, ports, and routing)
- Strong system and network troubleshooting skills
- Knowledge of DNS, DHCP, email and IP routing
- Experience working as an administrator on production servers
- Major Industry Certification (MCSE or MCSA)
- Knowledge of Linux is an asset

