

SPRINGFIELD ARMORY®

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JOB POSTING

Direct Link: [Office and Administration Application](#)

Title: IT System Admin

Status: Full-Time

Description Summary:

Performs systems administration of desktop and server systems connected to local and wide area networks. Desktop system management responsibilities involving account monitoring, security, Operating System (OS) installation, and other local area system administration related functions.

Requirements:

- Provide support for implementation, troubleshooting and maintenance of IT systems
- Manage IT system infrastructure and any processes related to these systems
- Provide support to IT systems including day-to-day operations, monitoring and problem resolution for all of the client/server/storage/network devices, mobile devices, etc.
- Provide support for the escalation and communication of status to IT management and internal customers
- Provide support for the helpdesk ticketing system and hardware problems and remains involved in the resolution process
- Work with IT vendors/consultants to maintain necessary technologies such as printers/copiers, door access systems, IP camera systems and server architecture.
- Installs/loads operating system and application software
- Isolate and resolve hardware and software problems involving the applications, the operating system, the hardware, the communications infrastructure, or any combination thereof
- Troubleshoot, maintain integrity and configure network components along with implementing operating systems enhancements to improve reliability and performance
- Integrate new technologies into new and existing systems including the transition and migration of corporate systems.
- Support requirements for managing installation, configuration and maintenance of Unix/Windows workstations and servers, including Web servers, Storage Area Networks, and stored data in support of business processing requirements
- Perform software installations and upgrades to Windows operating systems and layered software packages and maintains them in accordance with established policies, procedures and service level agreements; evaluation and installation of software/hardware patches and resolution of software related problems
- Conduct routine and emergency maintenance of assigned data center equipment
- Communicate/coordinate scheduled preventive maintenance windows with potentially impacted customers
- Collaborate and contribute to the development, administration, and testing of backup and recovery plans
- Participate in technical research and development to enable continuing innovation
- Maintain operational, configuration, and other standard operating procedures (SOPs).
- Verify system availability with existing Enterprise tools
- Other duties and responsibilities, special projects, office work/correspondence, travel may be required to facilitate the department's productivity.

Qualified applicants must possess:

- General knowledge of database administration, network administration and possess network configuration management skills.
- Comprehensive knowledge of Windows Server Architectures from Sever 2008 forward
- Thorough knowledge of training techniques
- Ability to learn, understand, and apply new technologies
- Must possess strong problem solving and fault isolation skill sets
- Ability to prioritize and execute tasks in a high-pressure environment
- Highly self-motivated and directed
- Strong customer service orientation
- High level of professionalism and diplomacy
- Bachelor's Degree and 5+ years relevant experience or Associate's Degree and 8+ years relevant experience or 12+ years relevant experience
- Experience with the following technologies...

Systems

- VMWare Server Virtualization
- SAN Infrastructure
- Microsoft Windows Server
- Microsoft Exchange Server
- Microsoft SQL Server
- Desktop Systems and Applications

Network and Security Systems

- Cisco Phone Systems
- Cisco Network Infrastructure and Wireless Network Infrastructure
- Security Appliances
- Web Content Filtering
- Enterprise Anti-virus

Compensation:

Springfield offers a competitive compensation and extensive benefits package which includes a generous, comprehensive, and affordable health plan in addition to dental, vision, life, disability, flex, 401(k), and other options. To learn more about Springfield Armory products and services visit www.springfield-armory.com.

Submit Resume and/or Contact Information for Consideration:

Follow link to complete inquiry form. Attach resume and provide accurate contact information.

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Approved for Posting: TB
Posting Closes: When Position Is Filled