

IT Administrator

About us:

Exigent Technologies LLC is a full-service information technology consulting firm that implements and maintains high-performance IT systems for small and medium-sized organizations in a wide range of industries.

We are currently seeking to fill an **IT Administrator** position for one of our valued clients in **NYC (Manhattan)**.

Job Description:

The IT Administrator will be responsible for the daily operations of all IT systems, including PCs, laptops, servers, networks, firewalls, routers and telco equipment. The candidate will also be expected to create, maintain, document and follow standard procedures for managing these systems.

To fulfill the job responsibilities for this position, the following experience and skills are needed:

- At least three years acting as the primary or sole resource for supporting an environment's overall IT infrastructure
- Experienced in supporting Blackberry smartphones and a Blackberry Enterprise Server
- Experienced in commercial-grade Antivirus software, particularly ESET Nod32 and Nod32 Mail Security
- Experienced using Symantec BackupExec for Tape Backups and Disaster Recovery
- Experienced in supporting Sonicwall firewalls with one or more site to site VPN tunnels
- Able to support Microsoft SQL server and at least somewhat knowledgeable in MS Access and SQL database design and maintenance
- Strong Active Directory knowledge and troubleshooting ability
- Experienced in supporting Microsoft Server (2003-2008) and Microsoft Exchange Server (2003-2010)
- Strong TCP/IP networking knowledge and troubleshooting ability in a LAN/WAN environment
- Experienced in installing, maintaining and troubleshooting Server hardware
- Strong understanding of DNS at both the LAN and Internet levels
- Some scripting/programming knowledge (ideally: Visual Basic, Python and Tcl).
- *Note: Candidates with experience in PDF Systems' Decorative Fabric and Wallcovering Industry software are preferred*

General Job Requirements:

- Ideal candidate must come already-equipped with a lengthy internal “knowledge base” of problems and resolutions
- Extraordinary written, verbal and interpersonal skills are a must
- The candidate should expect and not be opposed to performing a wide variety of IT support ranging from simple desktop and peripheral support to complex server and network issues, and be willing to work directly with all types of end users, from technical to the very non-technical
- The candidate must be able and willing to work in a dynamic and very team-oriented environment, and be able and willing to manage multiple projects simultaneously
- The candidate must be comfortable working across all business and technical boundaries and always willing to learn new technologies
- The official hours are 9:00am to 5:00pm, Monday through Friday; however, as is typical with Information Technology support positions, the candidate must be willing and able to become or remain available outside of these hours in order to address any urgent issues that will inevitably occur from time to time
- Must be willing to undergo a technical skills assessment test upon interview

Education/Certification Requirements:

- Required:
 - High School Diploma or equivalent
- Preferred:
 - Bachelor’s Degree in Computer Science or Information Technology
 - Microsoft Certified Systems Engineer (MCSE)
 - Microsoft Certified IT Professional (MCITP): Server Administrator, Enterprise Messaging Administrator
 - CompTia Network+

Benefits & Compensation:

- Salary is commensurate with experience.
- Great benefits package offered