

Alta Consulting Services

The IT Systems Administrator is responsible for monitoring and maintaining the corporate network systems, performing network back-ups, creating policy, implementing security features and managing our server environment.

Duties:

- * Ensure proper operation of LAN/WAN architecture
- * Troubleshoot network outages
- * Configure and maintain servers
- * Assist in creating policies and restrictions regarding the server environment
- * Manage remote connections
- * Perform system upgrades, testing and deployment of functional and security patches
- * Provide detailed documentation of all implementations, changes, and solutions
- * Run nightly back-ups
- * Participate in 24/7 support and on-call rotation
- * Provide help desk support as needed

Qualifications:

- * A bachelor*s computer sciences or equivalent
- * Knowledge of operating systems, hardware, and software installation and configuration
- * A minimum of 3 years of experience managing Windows 2003 Server environments
- * MS certifications including MCSE
- * Experience with MS network services including DNS, WINS, DHCP and TCP/IP
- * Experience supporting Domain Controller (DC) and MS Exchange 2003
- * Ability to troubleshoot and solve hardware and software problems
- * Experience working in an SLA driven environment
- * Knowledge of project management methodology
- * Experience working with advanced routing and switching is a plus
- * UNIX server experience is a plus
- * PGP is a plus

Benifits:

- * Competitive compensation and benefits
- * Career development and advancement opportunities
- * Relaxed business attire throughout the week
- * Friendly, open and team oriented work atmosphere
- * Excellent benefits including medical, vision, dental and life & disability insurance
- * 401(k) plan with a company match

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