

## **Systems IT Administrator Position**

### **Job Overview**

Complex's commitment is to provide innovative solutions that meet our clients' needs and exceed their expectations. We work with our customers to find appropriate security, electrical, structured cabling & fiber optics as well as fire solutions and ensure we take the most comprehensive approach on every opportunity and project we embark on. With vast experience across all fields, we serve the public and private sectors specializing in education, commercial, and industrial applications. We are looking to hire a System Administrator to join the Complex team.

### **Responsibilities for System Administrator**

- Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization
- Install and upgrade computer components and software, manage virtual servers, and integrate automation processes
- Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues
- Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure
- Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures
- Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions
- Responsible for capacity, storage planning, and database performance

### **Qualifications for System Administrator**

- Associate or Bachelor's degree in Computer Science, Information Technology, System Administration, or a closely related field, or equivalent experience required
- 3-5 years of database, network administration, or system administration experience
- System administration and IT certifications in Linux, Microsoft, or other network related fields are a plus
- Working knowledge of virtualization, VMWare, or equivalent

- Strong knowledge of systems and networking software, hardware, and networking protocols
- Experience with scripting and automation tools
- A proven track record of developing and implementing IT strategy and plans
- Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocol