



Systems Administrator

Real Estate Development Firm in Wilmington, Delaware

Responsibilities:

- Performs maintenance and updates on local Windows Server operating systems
- Document – Server configuration, Rebuild Specification, Disaster Recovery
- Provide administration and basic support for the following:
 - Daily IT Ticketing (Go to Assist)
 - Windows 2008 R2 / 2012 environment
 - Microsoft Exchange Server 2010/2013
 - Migration of Windows 7 to Windows 10
 - Mail Archiving, Data Backups (Barracuda).
 - Microsoft Office SharePoint Server (Migrating toward)
- Answering company technical support issues and queries
- Serve as an onsite/remote support for helpdesk/client/server support activities
- Perform system builds (desktop/laptop/servers)
- Perform application installations and upgrades
- Administer Windows based servers (File/Print) for daily maintenance
- Active Directory administration (DNS/User Security/Group User Policy/Account Management)
- 0365 and Exchange Management
- Mobile device roll out and policy implementation using MaaS360
- Manage system backups and perform data restores as required
- Provide technical assessments and recommendations to management
- Procurement-Equipment, Cell Phones, Printers

Requirements:

- College Degree in Computer Science, Electrical Engineering preferred
- 4+ years of demonstrated work experience in Windows 2003/2008/2012 R2 Administration, Windows 2003/2008/2012 Windows Server
- Knowledge of network environments and PowerShell Scripting
- Knowledge of Active Directory /Windows 2003/2008 Server network infrastructure
- Knowledge of Desktop set up and configuration
- SEO preferred and Drone skills a plus

Please Contact:

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