



**22806 Northwest Lake Dr.
Houston, Texas 77095
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Position: Systems Administrator

Reports to: IT Manager

Job Summary

The Systems Administrator provides support for all aspects of the company including production environment. This includes implementation, configuration, coordination, control, maintenance, troubleshooting, security, usage monitoring and the development of specialized system procedures within the company.

Duties and Responsibilities

- Handle technical support calls, including after hour and weekend, and escalate calls to the appropriate administrator or manager
- Upgrade systems and processes as required for enhanced functionality and security issue resolution
- Administrate infrastructure, including firewalls, databases, malware protection software and other processes
- Monitor system performance and partner with end users and external technical support personnel to resolve network and server issues
- Identify and resolve hardware issues
- Modify security files for employees, assign passwords, and update employee data on all systems on the network
- Maintain network files and applications as directed
- Participate in troubleshooting and resolving issues to production systems
- Evaluate new technologies as they become available
- Backup and restore software from our storage system
- Other duties as assigned

Qualifications for System Administrator

- 3-5 years of database, network administration, or system administration experience
- Associate or Bachelor's degree in Computer Science, Information Technology, System Administration, or a closely related field, or equivalent experience required
- Working knowledge of HPE Nimble Storage, virtualization, VMWare, vCenter Server or equivalent
- Experience monitoring performance and maintaining systems according to established requirements
- Strong knowledge of systems and networking software, hardware
- Advanced knowledge of system vulnerabilities and security issues
- A proven track record of developing and implementing IT strategy and plans
- Strong knowledge of system security, storage, data protection, and disaster recovery protocols
- Knowledge of Microsoft SQL Server
- Prior experience managing storage systems (Nimble, SAN, NAS, ESX host)
- Expertise with Microsoft Windows 7, 8, 10 and Windows Server 2008 R2, 2012 R2
- Application development experience a plus

Certifications

- VMCE, CompTIA Server+, CompTIA A+
- Microsoft certification in system administration
- Microsoft or other network related certifications are a plus