

Jewell Computing Solutions, LLC

159 South Main Street, Phillipsburg, NJ 08865
(908) 213-6810 (voice) (908) 213-6814 (fax)
www.jewellcomputing.com

Systems Administrator

Jewell Computing Solutions, a provider of business and individual computing solutions and services is looking for a Systems Administrator.

This role will act as a technical resource for associates; provide technical support for various hardware and software; provide leadership, coordination, and communication for projects / solutions, including architecting, implementation and deployment of various networking / security technologies across networks.

Working as a member of the IT team, the qualified candidate will perform various duties including, but not limited to Configuration, implementation, and maintenance of various technologies

Candidates will be expected to:

- Administer network servers and workstations;
- Provide production support;
- Troubleshoot Internet hardware such as routers and switches, firewalls, Load Balancers, IPS/IDS;
- Provide computer support via telephone and remote network tools to users located in the office and field;
- Install, configure, and maintain personal computers, file servers, Ethernet networks, network cabling, and other related equipment, devices, and systems; adds or upgrades and configures modems, disk drives, data acquisition boards, CD ROM units, printers, and related equipment;
- Develop and document maintenance and support procedures;
- Manage network devices;
- Implement, manage and support backup plans for servers;
- Perform Server upgrades and updates;
- Operate under a "customer first" philosophy;

Required Skills

- Active Directory
- PC and Server Hardware and Software
- Windows 2003/2008 Server
- MS Small Business Server
- MS Exchange
- MS IIS
- MS SQL Server 2005/2008
- Anti-virus and security software
- Wireless Technologies
- Remote PC and Server Administration
- Excellent written and verbal communications
- Network troubleshooting, Routers, Switches, Firewalls
- Excellent troubleshooting capabilities

The following skills are desirable, but not required:

- MCSE
- MCSA
- Some Cisco IOS and hardware support experience

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Required Experience

- Experience with hardware troubleshooting
- One on one technical support experience
- Active Directory windows environments
- Network equipment and configuration. switches, firewall, VPN
- Experience with backup solutions and backup procedures in an enterprise environment
- Ideal Candidate will have 3 to 5 years' experience
- Experience with deploying and managing corporate antivirus solutions
- Excellent communication skills
- Consultative background and methodology
- Ability to travel when needed
- Available to be on call after normal business hours
- Technical phone support

Job Location

Phillipsburg, NJ