

Job Description

Job Title

System Administrator

General Job Description

Entry-level position responsible for all of the firm's technology, including the administration, maintenance, and general knowledge of all systems and equipment utilized by the firm and firm personnel. Position requires specific knowledge of hardware (servers, PC's, laptops, printers, copiers, facsimiles, scanners and postage machines), software (non-proprietary), and telecommunications (both land lines and cellular phones); installing systems and equipment; maintaining and repairing technology on an ongoing basis; handling all relations with equipment vendors; testing and updating the firm's disaster recovery procedures; providing general technological support to the Senior Operations Officer.

Specific Job Description

1. Hardware (servers, PC's, laptops, printers, copiers, facsimiles, scanners and postage machines):
 - a. Communicating with vendors
 - b. Selecting vendors
 - c. Requesting, preparing and evaluating (cost/basis analysis) proposals for new vendors and/or equipments - making recommendations to Senior Operations Officer

2. Software (non-proprietary)
 - a. Communicating with vendors
 - b. Selecting vendors
 - c. Requesting, preparing and evaluating (cost/basis analysis) proposals for new vendors and/or equipments - making recommendations to Senior Operations Officer
 - d. Installing new software and version upgrades
 - e. Testing
 - f. Preparing user procedures for firm personnel
 - g. Training users

3. Telecommunications (both land lines and cellular phones)
 - a. Communicating with vendors
 - b. Selecting vendors

- c. Requesting, preparing and evaluating (cost/basis analysis) proposals for new vendors and/or equipments - making recommendations to Senior Operations Officer
 - d. Replacing and/or adding new cellular phones
4. Maintain:
- a. Servers, PC's and laptops
 - Defragging, etc.
 - Setting up new equipment
 - Removing old equipment
 - b. Printers, copiers, facsimile machines, scanners and postage machines
 - c. Telecommunications, both land lines and cellular phones
 - d. Passwords; updating quarterly
 - e. Procedures; drafting and updating
5. Disaster Recovery
- a. Testing procedures
 - b. Updating procedures
 - c. Training firm personnel

Skills & Knowledge

1. Undergraduate degree in business and technology or related field, or equivalent experience
2. Knowledge of operating systems and applications, as well as hardware and software troubleshooting
3. Strong grasp of computer security (ex. firewalls, intrusion detection systems)
4. Excellent written and verbal communication skills
5. Ability to solve problems quickly and efficiently
6. Ability to multi-task and prioritize independently
7. Strong team orientation and good people skills
8. Strong personal work habits (e.g. conscientious, detail-oriented); self-starter
9. Excellent integrity and character, especially in the presence of sensitive data

Reports to:

Senior Operations Officer

Last updated: May 13, 2011