Junior Systems Administrator

Description:
Support retail & manufacturing infrastructure by installing, maintaining, and repairing all Server, PC, and Point of Sale related hardware, software, and peripherals. Work independently and with self direction at times. Provide support and end user assistance when required to meet company objectives. Responsible for most software, hardware and network change implementation

Specific Duties:
• Install, configure, test, maintain, monitor, and troubleshoot end user workstation hardware, software, networked peripheral devices, and networking hardware products, ensuring all setup parameters meet corporate standards
• Perform analysis, diagnosis, and resolution of PC problems
• Proficient in SQL, Microsoft Access, and other Microsoft Office programs
• Receive and respond to incoming calls, help desk tickets, and/or e-mails regarding PC and/or hardware problems
• Provide end user support with enterprise software packages including register and phone systems
• Perform minor structured wiring repairs and punch downs

Requirements and Qualifications:
• High School Diploma/equivalent
• 2+ years of experience in System/Network Administration, experience in an MSP environment preferred
• Knowledge of Microsoft Active Directory
• Knowledge of Microsoft Group Policy
• Knowledge of TCP/IP networking
• Certifications a plus, but not required
• Strong written and verbal communication skills
• Good interpersonal skills, with a focus on listening and questioning skills
• Ability to interact professionally with staff, customers, and management
• Working knowledge of Microsoft Office (Access, Excel and Outlook)
• Requires a valid driver's license and favorable motor vehicle report
• Prefer familiarity with desktop operating systems including Windows and OS X
• Prefer A+ Certification
• Prefer computer support work experience in a business or educational environment

Pay is $11-$16 DOE
Benefits include paid holidays, accrued vacation time, 401k, a generous employee discount and more!
Email us or give us a call today!

Schnee's is an Equal Opportunity Employer (EOE) and we seek to create an inclusive workplace that embraces diverse backgrounds, life experiences and perspectives.

Email: Jon@schnees.com