ATI Job Profile

Jr. System Administrator

Location: Novi, MI USA

ATI is seeking self-motivated, technologically curious individuals to fill positions in our Information Technology group in Novi, Michigan. This is a salary position with competitive salary and benefits.

Responsibilities

- The Jr. System Administrator is responsible for assisting other information technology employees in implementing and maintaining all facets of the information technology systems.
- Assist in the setup and maintenance of the enterprise network and all network components. This includes any local area networks (LANs) as well as any wide area networks (WANs).
- Assist in the setup and maintenance of the enterprise and test servers. This maintenance will include the organization of the data on the servers, the backup of all data on the servers, anti-virus protection of the servers and the security of the data on the servers.
- Assist in the deployment and maintenance of network resources and services on ATI's private network as well as on ATI's public network. These network services include, but are not limited to, file server services, print server services, DNS services, DHCP services, email services, database services, VoIP services, security services and Internet services.
- Assist in deploying and tracking all telephony, server and workstation assets.
- Assist in the loading and tracking all software, software licenses, software license usage, software updates, and patches to the enterprise servers and workstations.
- Assist in deploying and maintenance of the telephony infrastructure. This includes desk telephones, conference room phones, fax services, cellular phones, VoIP telephones, VoIP services, PBX servers and voicemail systems.
- Assist all employees with the operation of their computers including the operating system functionality, network connectivity and the functionality of identified productivity software.
- Provide technical support to all employees, including troubleshooting workstation hardware, operating system and production software, as well as telephone and networking issues.
- Identify opportunities to improve existing systems, processes, security and IT operations.
- Take initiative in learning new technologies and improving technical skills to support an ever-evolving IT environment.

Qualifications.

The ideal candidate will have the following qualifications and skills:

Essential Skills/Experience

- Most importantly: The ability to tackle and solve unfamiliar technical issues and a strong curiosity for learning not just how to solve a problem, but why the solution works.
- Familiar with Microsoft Windows and Windows Server operating systems and its components, including common server roles and operating system features.
- Familiar with the Microsoft Windows Command Prompt and PowerShell environments.
- In-depth operation of the Microsoft Office suite, including Microsoft Teams and Outlook.
- In-depth understanding of computer technology, computer fundamentals, and networking.
- Familiar with networking fundamentals including TCP/IP, VLANs, and configuring DHCP & DNS.
- Experience building computers, including selecting compatible hardware components.

Desired Skills/Experience

- Experience with Batch file, VBS and PowerShell scripting.
- Experience with Microsoft SQL Server and database management.
- Experience with VMware ESXi and VMware Workstation virtualization.
- Familiar with Microsoft Exchange Server and Exchange Online.
- Familiar with Linux servers, Linux workstations and their components.
- Familiar with Cisco networking and the Cisco IOS operating system.
- Familiar with CAT6 Ethernet network cabling and fiber optic cabling.

Bonus Skills/ Experience

- Understanding of network architecture and principles including network hardware, network software, wireless networking and security concepts.
- Understanding of telephony architecture and components including VoIP.
- Experience building and maintaining home labs, configuring home networks, and working on personal technology projects. Enjoys taking things apart and creating new things.
- Keeps an eye on public IT events such as global outages and new technology announcements.

Essential Non-Technical Skills

- Positive proactive attitude and solid work ethic. Takes ownership of assigned responsibilities, takes accountability of mistakes, and follows through on tasks.
- Strong verbal and written communication skills. Communicates on progress and obstacles.
- Willingness to follow processes and procedures.
- Must be approachable and be responsive to user inquiries. Can communicate technical information to non-technical users in a positive and friendly manner.
- Be able to perform moderately heavy lifting such as the moving of servers/workstations.
- Ability to work independently as well as be able to work well in a group.
- Strong desire to learn, be adaptable to unfamiliar technologies, and enjoy problem solving.

Candidates who meet the preceding qualifications should email their resume to hr_us@accuratetechnologies.com.