



POSITION TITLE: IT/Network Administrator - St. Petersburg, FL.

PRIMARY RESPONSIBILITY:

Planning, installing, configuring and maintaining IT Infrastructure and equipment as per organizational requirements. To assess security standards, manage licensing and software standardization issues.

JOB DUTIES:

- Maintain confidentiality with regard to the information being processed, stored or accessed by the network.
- Installation, configuration, and maintenance of all the servers, firewalls, computers, workstations, printers, MFDs, software's/applications, networks, network cabling, equipment, devices and other peripherals.
- Maintenance of network users, security policies, file permissions, backup and disaster recovery.
- Routine activities including trouble shooting of all the hardware/software/network related problems including mailing, backup and antivirus solution.
- Give support to user for any IT related problems and ensure that objectives are delivered on time and to the expectations.
- Management of all the IT related records of the company.
- Troubleshooting to identify any malfunctioning of IT devices or operational problem with resolution.
- Designing and initiation of new/expansion of hardware/network setup of all the locations of the company.
- May travel to support users in remote sites of inside & outside.
- Work independently with minimal supervision to achieve goals and objectives.

QUALIFICATIONS:

B.S/B.A required. Advanced degree and professional certification is preferred. A minimum of 5 years of experience is required. Expertise in administration of Server Management, Network Planning & Implementation (LAN, WAN), site configuration with windows 2003 and 2008 servers (AD, File Servers, Mail Servers, Terminal Network), HP/IBM Servers, HP/IBM Workstations, CISCO Routers, Switches, Modems. Hands on experience of coordinating with remote end for installation, up-gradation and troubleshooting with installation of all new hardware, systems, and software on client-server based network.

SKILLS AND ABILITIES REQUIRED:

- Windows XP, Windows 7
- Windows Server 2003, Windows Server 2008 with Active Directory
- Microsoft Office 2003, 2007, 2010
- Microsoft SQL
- IBM Lotus Notes / Microsoft Exchange
- Assembling and installation of new computer with all hardware, software and peripherals.
- Knowledge of router, network switch, network printer, terminal server, remote access setup
- Administration of any Client Server based Anti-Virus product

If interested, please send your current CV to Mary Ellen Hall, VP/HR: mhall@hill-top.com