Critical features of this job are described under the headings below. Beacon Industries, Inc. reserves the right to assign or reassign duties and responsibilities to or from this job at any time.

Job Title:	System Administrator
Department:	IT
Reports To:	President/CEO
FLSA Status:	Exempt

Position Summary:

Responsible for designing, organizing, modifying, and supporting a company's computer systems. Designs and installs LANs, WANs, Internet and intranet systems, and network segments.

Primary responsibilities:

- Support LANs, WANs, network segments, Internet, and intranet systems.
- Maintain system efficiency. Ensure design of system allows all components to work properly together.
- Troubleshoot problems reported by users. Make recommendations for future upgrades. Maintain network and system security.
- Analyze and isolate issues. Monitor networks to ensure security and availability to specific users.
- Evaluate and modify system's performance. Identify user needs. Maintain integrity of the network, server deployment, and security.
- Ensure network connectivity throughout a company's LAN/WAN infrastructure is on par with technical considerations.
- Design and deploy networks. Perform network address assignment.
- Assign routing protocols and routing table configuration, assigning configuration of authentication and authorization of directory services.
- Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers. Maintain network servers such as file servers, VPN gateways, intrusion detection systems. Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches.
- In depth knowledge of computer systems.
- Ability to describe technical information in easy to understand terms.
- Knowledge of security requirements.
- Knowledge of operating system and its commands/utilities at a used level (windows/MacOS) user identity management.
- MDM (Mobile Device management)
- Experienced with Microsoft admin center (Exchange, SharePoint, OneDrive, teams, Azure)

Responsibilities:

- Install and configure software and hardware. Manage network servers and technology tools.
- Set up accounts and workstations. Monitor performance and maintain systems according to requirements.
- Troubleshoot issues and outages. Ensure security through access controls, backups and firewalls. Upgrade systems with new releases and models.
- Develop expertise to train staff on new technologies. Build an internal wiki with technical documentation, manuals and IT policies.
- Configuring a firewall.
- Connecting to remote server with SSH.
- Troubleshooting skills.
- Network Technologies: TCP/IP, UDP, DNS, WAN, LAN, DHCD, ACL, OSPF, VMware.
- VBA Programming, pivot tables.
- Windows server 2003-2016.
- Azure active Directory.
- Windows active Directory.
- Managing end-user accounts, permissions, access rights and storage allocations.