



ComNet Communications LLC  
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## IT SYSTEMS ADMINISTRATOR

### DESCRIPTION

The Windows System Administrator installs, configures, and supports internal and/or external networks and systems and well as provides guidance and training to ComNet staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Configure, upgrade, maintain and troubleshoot all computers, printers and monitors
- Helps maintain all IT systems, infrastructure, applications, and security.
- Monitor and test for network performance issues and troubleshoot problems when they arise.
- Remotely support regional data centers and field offices, occasional travel may be required.
- Documenting processes both internal IT and external end user processes
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- And other duties as assigned.

### JOB REQUIREMENTS

- Experience with VMWare, Cisco, Hyper-V preferred.
- Proactive approach to dealing with customers and technical issues
- Bachelor's degree in Computer Science, Information Technology, or related preferred.
- Must demonstrate excellent knowledge Microsoft technologies, Azure, Windows desktop and server operating systems, Office 365, and GPO's.
- Ability to troubleshoot WAN, LAN, and WLAN issues, at times under pressure.
- Strong analytic and problem-solving skills.
- Ability to work equally well in a team environment as well as independently.
- Strong written and verbal communications skills.
- A certain degree of creativity and latitude is required
- Positive customer service oriented attitude
  - Excellent interpersonal and customer service skills
  - Ability to multi-task and prioritize effectively
  - Ability to take direction well and transition quickly to changing business needs
- Ability for repetitive motions of wrist, hand, or fingers
- Ability to see things at close vision
- Ability to lift and/or move up to 20 pounds