

**Title:** System Administrator

**Location:** Grimes, IA

**FLSA Status:** Exempt

### **Company Overview:**

Growing E-Commerce online retailer

### **Position Overview**

Responsible for the day-to-day operational activities regarding network administration, computer systems, company website, and help-desk support.

### **Roles & Responsibilities**

- Administration and troubleshooting for hosts, servers, and networks
- Performance monitoring for servers and applications; analyze and correct any deficiencies
- Perform database queries and create scripts to automate tasks
- Design and update web pages
- Development of new features in the support of product development and user interface through web pages and multimedia
- Knowledge of standard concepts, practices, and procedures for software development
- Maintain and modify programs, including coding changes
- Write new program code using prescribed specifications
- Gather requirements from users to implement projects
- Ensure processes in place maintain a stable network environment
- Document system problems and resolutions for future reference
- Develop, monitor, and evaluate performance levels of software and hardware
- Develop and maintain information architectures (data, application, network, etc.)
- Set-up, management, and maintenance of IT-related equipment
- Support end users with any IT-related inquiries
- Other duties as assigned

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Qualified Candidates will have:**

- Bachelor's Degree in IT
- 2-5+ years' experience being a Windows, or VMware system administrator
- Must have strong Windows Administration and Active Directory skills
- Help desk experience, primarily with a ticketing system such as Jira
- Network administration experience (switch and firewall configuration)
- Workstation administration experience for both Mac and Windows
- Experience with database administration and troubleshooting (MySQL and SQL)
- Programming or scripting experience (BASH, Perl, Python, Java, PHP, etc.)
- Knowledge of JavaScript, HTML, CSS, and XML
- Ability to maintain a calm and positive demeanor in customer interactions
- Attention to detail
- Collaborative attitude
- Ability to learn new skills both guided and self-directed
- Excellent punctuality and attendance record

**Preferred but not required:**

- Linux Server administration experience
- VMware administration, including vSphere, ESXi hosts, vCenter and Horizon View
- NetSuite administration and experience with RF-Smart and Pacejet
- Phone system administration, preferably Digium Switchvox or a version of Asterik or VoIP
- Hardware management and experience working with printers, PCs and other electronics
- Experience with Version Control Systems such as SVN or Git