

## JOB DESCRIPTION

<b>Job Title:</b>	System Administrator
<b>Location:</b>	South Bend, IN
<b>Benefits Offered:</b>	401K, Dental, Life, Medical, Vision
<b>Employment Type:</b>	Full Time

The System Administrator position will be a full-time position and may require after hours support from time to time. The hours of operation are from 8am – 5pm Monday-Friday. The person in this position must be highly motivated and be willing to learn.

**Essential Duties and Responsibilities** include but are not limited to the following:

- Perform MAC (Moves Adds Changes) of hardware and software
- Work with end users to resolve issues
- Create documentation and SOP (Standard Operating Procedures)
- Manage network servers and technology tools
- Ensure security through access controls, backups and firewalls
- Develop expertise to train staff on new technologies
- Support of a multi-tenant Office 365 environment
- Support of on-premise phone system as well as cloud hosted VOIP solution
- Support of user issued company mobile phones

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Duties and responsibilities may be added or changed as deemed appropriate.

### **Qualifications:**

- Strong verbal and written skills with the ability to communicate effectively
- Familiarity with Desktop Operating Systems and applications
- Ability to identify and communicate process improvement solutions
- Ability to solve complex problems
- Experience with networks (LAN, WAN) and patch management
- At least 2 years of experience in an I/T support role
- High School diploma or equivalent
- Valid Driver's License Required

### **Compensation:**

- The System Administrator compensation will be commensurate with experience depending on experience and qualifications. This range is subject to local, state and regional dynamics and maybe adjusted up or down depending on market conditions.

Holladay Properties is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, color, national origin, race, religion, sex, sexual orientation, gender identity, protected veteran status, or disability status. Qualified applicants who are offered a position must pass a pre-employment substance abuse test and a background.