

**Job Title:** Junior Systems Administrator

**Job Summary:** Member of the IT Operations Team with responsibilities covering a wide range of technologies including, but not limited to, systems administration, helpdesk, telephony administration, CRM administration, laptop/desktop computer build-up/replacement among other items.

**Essential Duties:**

- 1st level of support for inbound email and phone based technical support for on-site and remote employees
- Setup and configure laptop and desktop computers (OS installation, Software installs, patches, etc.)
- Developing and updating on-line support documentation
- Perform systems administration functions for Windows AD infrastructure, Exchange, software updates, anti-virus, backups and CRM systems
- Asterisk/Trixbox phone system administration – Setup/deploy phones to on-site and remote personnel
- Other duties as required

**Minimum Qualifications:**

- 2+ years working in a IT helpdesk/systems administration role
- A strong desire to learn and grow
- Knowledge of Windows 7 and 10 with some experience in Windows Server 2003/2008/2012
- Experience with MAC OSX and general MAC OS support (standalone devices)
- Telephony systems administration experience
- Experience with home based firewalls and access points
- Physical ability to lift/move/haul computers/monitors/servers/etc.

**Desired Skills:**

- Linux systems administration (Ubuntu/RedHat)
- VMWare administration and technology
- Understanding of email flow principles
- Understanding of VoIP
- Understanding of networks and network routing

**Work Environment:**

- Position is 100% in the office (8-5PM MT)
- Office is located in downtown Salt Lake City
- Requires reliable transportation to colocation facility when required (local site)

**Pay and Benefits:**

- Salaried
- Full benefits (Medical/Dental/Life Insurance/ESPP)

Send resumes to [jobs@parkcitygroup.com](mailto:jobs@parkcitygroup.com)

Be sure to reference the position for which you are applying.