



Making technology work for *your* business.

## **IT Systems / Network Administrator**

### **Job Summary**

Working directly under the Projects Team Manager, and alongside a team of other IT engineers, administrators, specialists and technicians, this IT Systems / Network Administrator will fill a vital role in rolling out and implementing new project deployments for our clients. You will be implementing new technology systems – Computers, smart phones, tablets, servers, switches, firewalls, access points, applications, cloud deployments, etc.

### **Qualifications & Skills**

- Must possess a minimum of three years of customer service experience
- Five years' experience administering business networks
- Advanced troubleshooting experience (networking, desktop, server/OS, & virtualization)
- Advanced Experience with TCP/IP, DNS, DHCP
- Advanced Experience configuring and supporting Windows 2012R2, 2016, 2019 or 2022 Server
- Expert level in supporting in Microsoft 365, Active Directory, and/or Google Workspace
- Advanced experience configuring and deploying Firewalls
- Microsoft Office Application skills
- Experience with Backup/Disaster Recovery/Business Continuity systems
- Experience with switching VLANs and trunking
- Experience managing MDM platforms
- High attention to detail and excellent oral and written communication
- Demonstrate integrity and ability to maintain client confidentiality
- Ability to work on multiple assignments with minimal supervision

### **Additional Responsibilities:**

- Project status recording and documentation
- Time entry and time management skills
- Escalate issues that require additional skills

- Adhering to team performance goals
- Research as needed for technical solutions and configurations

Other Requirements – Physical Demands & Certifications:

- Ability to work in an office setting, including sitting for long periods of time, lifting, bending. Ability to work in diverse client environments as onsite work is required for this role.
- Must have valid driver's license and reliable transportation for occasional work offsite.
- Microsoft Administrator level certification or equivalent, or commitment to obtaining certification within 9 months.
- Cisco, Fortinet, VMWare, Veeam or other certifications a plus
- Background and Reference Checks are mandatory part of the recruitment and hiring process

Job Classifications

Reports To: Project Team Manager

Compensation: \$62,219 to \$111,148 per year, depending on experience and location

FLSA Status: Non- exempt

Location: United Kingdom, Madison, Indiana or San Diego Regional Office

Hours: Flexible Monday- Flexible Friday 9 am- 6 pm, evening & weekend work as needed, overtime as needed

About SpotLink

SpotLink is a premier, high-skill, high-capabilities, San Diego based technology solutions provider. We specialize in Managed IT Services, Managed Security Services, Software Engineering, & Voice Solutions for small and mid-sized businesses. As an industry leader for San Diego IT solutions, we provide a wide range of technology services.

SpotLink offers multi-featured benefits that include competitive and attractive compensation, paid technical training/certification, holidays, paid-time off (PTO), medical, dental, vision, matching Simple-IRA and more. You will receive ongoing training and plenty of opportunities for advancement. You'll also enjoy a fun, friendly atmosphere with weekly company lunches, snacks and beverages.

Please email your resume with cover letter to [careers@spotlink.com](mailto:careers@spotlink.com).