

# Internal IT System Administrator

Sheehan Phinney is hiring an **Internal IT System Administrator** to join our team in our Manchester, NH location.

## Responsibilities:

The Internal IT System Administrator plays an important role at Sheehan Phinney and reports to the Director of Information Security and Technology. Responsibilities include understanding of networking protocols, evaluating new hardware and software, repairing, maintaining, updating, and configuring PCs, servers, routers, switches and software along with other tasks as assigned.

## Knowledge, Skills and Abilities:

- Excellent customer service/user support skills
- Ability to work independently and solve complex problems
- Superb documentation and time keeping skills
- Understands and works with a variety of support services and tools to accomplish daily tasks
- Microsoft Active Directory and LDAP integrations
- Comfortable with mobile technology platforms and security
- Network architecture, including topology, protocols, components, and principles (e.g., TCP/IP, DNS, HTTP/S, FTP, TLS/SSL, SMTP, LDAP, SNMP, NTP, VOIP, firewall configuration, VLAN, SDWAN principles, switch configuration, etc.)
- System, software, and network maintenance and patching
- Windows System Administration
- Microsoft Exchange Administration
- Microsoft SQL Server Administration
- WAN/LAN routing and configuration
- Virtualization Technologies
- Knowledgeable of overall system security and security systems
- SAN Management and Administration
- System monitoring, patching and remediation of issues
- Microsoft Group Policy management and administration
- Telephony systems
- Current working knowledge of Windows Desktop and Server Operating Systems
- MS Office Suites
- Legal specific software tools and platforms
- Adobe software suite
- End user software/hardware support in a LAN/WAN environment
- Workstation/server hardware and software configuration
- Proficient in cloud technology platforms
- Business Continuity
- Disaster Recovery

- BCDR testing, planning and recovery methods
- Familiar with daily law firm processes and technology needs
- Ability to lift 50+ pounds

**Required Education and Experience:**

Bachelor's Degree in Information Technology or technology related program and/or 5+ years of experience as a Systems Administrator required. Certifications such as MCSE, MCITP, MCSA, CCNA, Network+, Security+ are preferred.

We offer competitive salary and a comprehensive benefits package, including medical & dental; 401k/profit sharing plan, life & disability insurance and paid time off/holidays. Please submit your resume with salary requirements via email to [hr@sheehan.com](mailto:hr@sheehan.com). EOE