

JOB DESCRIPTION
WOODS HOLE GROUP

Date: October 2018

POSITION: IT Administrator – Junior Level

ROLE: We are looking for a motivated and flexible self-starter with 3 to 5+ years of experience in IT administration. This individual will be supervised by the Director or IT Administrator. The successful candidate must be knowledgeable, experienced, mature, trustworthy, and able to problem-solve.

DUTIES AND RESPONSIBILITIES: The ability to work with others in a collaborative environment is essential. Must be (or become) familiar with the following:

- Hardware / software support, data storage and backup.
- Active Directory, group policy.
- Windows 7 & 10, Windows Active Directory, Hyper V. Windows Server 2003, 2008, 2012.
- License management; patch management.
- Dell computers, laptops and servers -- Setup, configure, troubleshoot, repair. Endpoint security and management.
- Remote management.
- Provide backup for security risk factors, security processes, antivirus software, and performance. Commitment to security of IT systems and data is crucial.
- Document, maintain, and provide upgrade to information security policies and processes.
- Provide knowledge to expedite computer related management programs.
- Coordinate and troubleshoot operating systems and programs across various departments.
- Participate in execution and enhancement of product-oriented programs.
- Ensure completion of analytical studies, maintain log recording, and assist employees by sticking to proper disaster overtaking plans.
- Document and develop custom tools to enhance network access.
- A+, Server+, Security+, MCP, MCSE certified are a plus.

SALARY and BENEFITS:

- Full-time, available immediately, with on-call rotation.
- Salary will be commensurate with the training and experience.
- 401k retirement plan, medical/dental/vision available; PTO policy.
- Woods Hole Group Inc. is an Equal Opportunity Employer, and does not discriminate based on race, color, gender or gender identity, language, religion, age, family or marital status.

JOB TYPE: Full-time

EXPERIENCE: Information Technology: 3 to 5 years (Preferred)

Individuals who succeed at Woods Hole Group are pleasant, hard-working, self-starters who share our passion for innovation and commitment to high quality work. Further information about the Woods Hole Group, Inc. can be found on our website: www.woodsholegroup.com

The Woods Hole Group, Inc. offers a competitive salary and benefits package. If this opportunity matches your experience and career visions, please send resume outlining education, work experience and salary history to:

The Woods Hole Group, Inc.
107 Waterhouse Drive
Bourne, MA 02532
E-mail: it_job@woodsholegroup.com

AN EQUAL OPPORTUNITY EMPLOYER