

Apprise Software, Inc.

IT Systems Administrator – Bethlehem, PA (headquarters)

Position Description

As an IT Systems Administrator, you will be an integral part of the IT Team responsible for installing, testing, troubleshooting, and supporting the hardware, software, networking, and business applications utilized by the Apprise Software Team to run our day to day operations. Following initial training on our systems, tools, and applications, you will be responsible for:

- Configuring new hardware, including laptops and servers
- Tracking and monitoring existing hardware, and monitoring hardware and software health and performance
- Troubleshooting and problem solving hardware and software related issues; providing support to end users
- Setting up and working with internal application databases (Progress)
- Maintaining internal software systems
- Installing, monitoring, troubleshooting and maintaining networking and telecommunications infrastructure, including hardware, software and services

As a member of the IT Team, you will be challenged with new and interesting projects on a regular basis. As your knowledge of our company, industry, and the various hardware, software, networking and applications we utilize grows, you will gain increasing responsibilities along with the potential for advancement and new challenges that is limited only by your own abilities and drive.

Job Requirements

The ideal candidate will be a self-motivated professional who possesses excellent communication skills, has the ability to handle multiple tasks simultaneously, and enjoys working with people. In addition, they will have experience working with: networking protocols such as DHCP, DNS, SMTP; Windows OS/NOS, primarily Server 2003; hardware, including laptops, PCs, servers, routers, switches, etc.; desktop support; and Active Directory. Familiarity with Vista, Office 2007, Exchange, Linux/Unix, Virtualization/VMware, WANs/VPNs/Sonicwall, Firewall administration, SQL server 2005, Progress Database Administration, Microsoft SharePoint, or Microsoft Dynamics CRM would be a plus, but is not required. A Bachelors of Science degree in computer science, business information systems, or a related discipline is required.

Contact Information

Please send your resume, cover letter, and salary requirements to jobs@apprise.com and reference *IT Systems Administrator-US* in the subject line of your e-mail.

