



System Administrator III

What You'll Do:

The System Administrator III will build, configure, install, maintain and upgrade server operating systems and hardware and be responsible for the server environment and platform including data protection and off-site data management. You will develop, test and validate security solutions on devices such as web servers, mail servers, file servers, routers, and firewalls, evaluate and implement software fixes to address system vulnerabilities, and manage the secondary disaster recovery location including server copies and data as well as server security and authorizations.

The System Administrator III will provide technical expertise, test and analyze network facilities, perform technical analyses of software, hardware and transmission facilities using various diagnostic tools in support of efficient network operations and to ensure consistent internet connectivity between offices, effective firewalls and security, and strong filters for web traffic. You will be monitoring data traffic and control network resource performance to ensure high-quality transmission and identify, diagnose and resolve technical problems related to network failure/integrity.

You will also provide overall administration and support for email applications. Perform set-up and configuration for e-mail services including mailbox provisioning and address book, e-mail filtering and white listing, secure e-mail, and e-mail archive and handle provider/vendor relationship for email including email set up and maintenance, troubleshooting/opening tickets, and e-mail licensing. Additionally, handling telecommunication connections including phone voice traffic over data circuits, provider management, troubleshooting/opening tickets with providers. Also providing technical support for the phone system including servers, on-premise system, troubleshooting, opening tickets, recording greetings for the call center, changes to call routing, call quality, call recording, agent desktop for logins, new queues, changes to the routing as needed, and monitoring incoming and outgoing traffic.

You will participate in developing strong team morale by modeling effective leadership principles and train and prepare staff to provide effective infrastructure support, be involved in decision-making and responsible for executing the installation configuration.

Education and Experience

- Bachelor's degree in Computer Science or related field or equivalent combination of education and experience.
- Minimum of seven years of previous related experience.

Why Serve You Rx?

In addition to the great workplace culture, Serve You Rx offers generous benefits to include: medical, dental, vision, 401k, HSA, FSA, identity theft, and pet insurance, 18 days of paid time off in your first year, a newly remodeled and clean facility, easy on/off freeway access, plenty of free surface parking directly outside our facility doors, scenic walking trails, a wide variety of restaurants and shopping nearby, and food trucks in the park when weather permits.

Qualified applicants are encouraged to apply! Send your cover letter, resume and salary requirements to hr@serve-you-rx.com