

Title: System Administrator

Job Summary:

Reporting to the Lead Systems Administrator, the System Administrator will be the primary point of contact for all IT service requests. In this role you will handle local and remote system, network administration responsibilities and support client-server computers in a Windows environment. Typical issues include hardware/software issues, printing, applications, remote access and issues related to peripherals. Additional duties as assigned.

Responsibilities:

- All user move, add and changes within the environment.
- Onboarding and offboarding of users.
- Maintaining accurate hardware inventory and appropriate licensing levels.
- Checking of successful backup, antivirus and regular windows and other application updates
- Creation of user documentation and training when necessary
- Logging of all support calls and resolution in call tracking system
- Assist remote employees with network and remote connectivity issues
- Aid in the upgrade and management of servers, and infrastructure as needed

Qualifications:

- 3+ years experience in desk side or help desk troubleshooting support role
- Strong verbal and written communication skills
- Well organized and able to handle multiple tasks to successful completion
- Team player with an enthusiastic can-do attitude
- Must be motivated towards constantly improving technical skills.
- Experience with Windows 7/10, MacOS
- Proficient with Microsoft Office
- Hardware troubleshooting
- Cloning and imaging experience preferred.
- Able to lift 25lbs as a normal component of system setups and moves
- Experience with Linux, ESXi, VMware Horizon, Veeam, Windows Server and Exchange a big plus.

If you would like to be considered for a job on the Concert team, send your resume to: careers@concertpharma.com.

Concert provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.