

Job Description

Title: IT Systems Engineer Cost Ctr: _____
Work Location: Addison, TX Position Status: Full-time
Division & Department: Corporate Services, IT
Position Reports to: Jimmy Martinez

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Dedicating ourselves to our customer's success
- Compete and win with integrity
- Create innovative solutions with science and technology
- Team and collaboration with accountability

JOB SUMMARY

The IT Systems Engineer will own and manage all corporate and internal resources and meet or exceed all objectives and deliver a world-class experience to Authentix personnel in all matters. Responsibilities ranging Configuring and Maintenance of Onsite Hypervisor Stack, Onsite Network Stack, Onsite Specialty Systems as well as the communication and/or migration to Cloud Systems for Reporting, Management, etc. The IT Systems Engineer will report to the Director of IT, and will take daily direction from Senior Support Staff. The IT Systems Engineer will also work closely with all personnel across all departments, mentor level-1 helpdesk staff, support level 2-3 tickets, and support ongoing projects.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential elements listed below are representative of the functions that must be performed to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

Primary Skills (5+ years of experience)

- Networking - LAN/WAN *(Deep Understanding and Advanced Knowledge)*
 - VLANs, Site-Site VPN, Load Balancing, Cisco/Dell/HP Layer 3 Switches, Routing, Centralized Monitoring/Alerting, Packet Sniffing, CLI, NAS/iSCSI Storage, Firewalls, etc.
- Virtualization & System Administration *(Deep Understanding and Advanced Knowledge)*
 - Hyper V, VM Ware, VHD management, Host/Cluster Migrations, VM Template, etc.
- Server Administration
 - Server 12/19 Roles, Windows Services, IIS, Create Critical Alerts, Health Monitoring, File Shares, Advanced Print Services, etc.
- Active Directory
 - Site Replication, Advanced GPOs, domain wide maintenance scripting, etc.

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Secondary Skills (3+ years of experience)

- MS Exchange Online (***Online Only, not On-Prem***)
 - Security & Compliance, eDiscovery, CAS, Rules, Mail Flow, Permissions, Shared Resources (Meeting Rooms), Security & Compliance, Threat Protection, etc.
- Windows 10 Management / Troubleshooting
 - Advanced Registry, Local Policies vs Group Policies, Event Viewer, Services, etc.

Recent Skills (1+ years of experience)

- MS 365 / Azure Administration
 - Azure AD, Identity & Permissions, OneDrive, SharePoint, MFA, AD Connect, etc.
- PowerShell Scripting

Additional skills preferred but not required:

- Certificate Services and Encryption Experience
- ISO 27001 Standardization and Certification
- Auditing and Documentation Experience
- Azure ATP and Azure CAS Experience
- Azure Intune (Endpoint Management)
- Security & Compliance Experience
- REST API

ADDITIONAL ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Ability and willingness to adapt to a changing environment and learn new skills
- Ability to communicate technical concepts to both technical and non-technical audiences
- Proven ability to work successfully with limited supervision
- Ability to take direction and collaborate on team projects
- Excellent written and verbal communication skills.
- Comfortable communicating in person and via video conference calls with peers, management, contractors and vendors.
- Strong planning, organizing and prioritizing abilities.
- Proactively seek opportunities to refine and improve processes and service
- Ability to outsource effectively, and manage multiple concurrent projects
- Aptitude for learning new technologies
- Has some general knowledge of efficiency disciplines (Lean, Agile, Scrum, etc)
- Must have excellent communications skills

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WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard [*office/warehouse/lab*] environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an [*office/warehouse/lab*] setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is "At-Will" and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.