



## PROJECT VERITAS SEEKS: IT SYSTEMS ADMINISTRATOR

In this unique role you'll work closely with the CTO, the CEO, and a number of other motivated colleagues to support the IT needs of our national media organization. Based at our headquarters in Westchester County, New York, you will help ensure the efficient function of IT and audiovisual operations in office, while also supporting field-based employees. You will assist the CTO and other c level executives as needed.

In this service-first role, you'll do everything from executing our IT supply chain functions to helping ensure video teleconferences and other meetings are equipped with what they need. You will need to work late nights and weekends when needed on site and regularly in an on call remote fashion.

### *As an IT Systems Administrator, you will:*

- Maintain, analyze, and fix computer systems, hardware, printers, and computer peripherals.
- Manage vendors and support contracts
- Resolve computer problems, and give guidance on appropriate action/solutions.
- Coordinate hardware repairs with the appropriate vendors - Interface regularly and effectively with ticket submitters
- Ensure all audiovisual needs are met across our two-building headquarters, and be present at the kickoff of high importance meetings to ensure smooth operation of technology
- Execute key supply chain functions with local vendors, procuring equipment locally where needed.
- Troubleshoot on a daily basis a wide variety of issues, and be relied upon to recommend solutions – both in your daily work and in discussions with leadership.
- Manage and upgrade the onsite and DR site servers and network equipment

### *As an IT Systems Administrator, you should have:*

- Broad exposure and demonstrated competency with a broad variety information technologies and equipment, across both the PC and Mac, tablet, mobile phone and hosted PBX environment.
- Must be proficient in MACOS troubleshooting and management

- Must have a service first mentality with experience supporting c level to entry level employees
- Experience managing the security function in an enterprise including managing the products used to comprise a security stance
- Must have ITIL service delivery experience including having used and or set up an ITIL service delivery system
- Windows server management including but not limited to monthly patching
- IOS device life cycle management
- Deep knowledge of networking and network troubleshooting including WiFi

· Familiarity with most or all widely used software programs used in a professional environment (e.g. Microsoft Office and Outlook, VTC services such as Zoom or Skype for Business).

· The ability to troubleshoot common and equipment issues as they relate to a media-forward IT setup (HDMI cables for flatscreen display, airdrop-like sharing, remote access, etc.).

Experience with Cisco switches and routers (nice to have)

Experience with Fortinet firewall and vpn (nice to have)

Must be adept at av, conferencing, room and ad hoc setup and troubleshooting

Experience working in a medium to large enterprise working as part of the helpdesk or service delivery team

Ability to work autonomously and set/meet deliverables with minimum direction

Please apply at our website [www.projectveritas.com/jobs](http://www.projectveritas.com/jobs)