



Are you up looking for the challenge and excitement of meaningful work with a growing and expanding organization? Can you troubleshoot desktops and servers? If so, please read on.

**If this sounds like you, read on!**

#### **About BCS**

Business Communications Solutions is a technology-driven, single-source solution provider for IT and Telecommunication needs. We cover every voice and data facet to run a business – IT services, phone systems, internet and telephone services, cabling, networking, and server room design and installation. The work environment is fun and the staff has got a great sense of enthusiasm and team work.

#### **Job Description**

We are seeking a full-time **System Administrator** who has experience working in the field with different customers and can set up small business networks.

#### **Responsibilities**

- Following industry standards to secure desktops, servers, and network
- Installing servers, desktops, firewalls, routers, and other IT equipment for clients
- Configure Cisco/HP/Dell Servers, Cisco/SonicWall Firewalls, Switches, VPN's, Wireless routers, Sonicwall, Mozy, SOS and Datto Backup & Disaster Recovery and other network needs.
- Monitoring possible intrusions and security issues
- Responsible for data backups and recovery
- Verifying the integrity and availability of all hardware server resources
- Providing remote and onsite technical support

#### **Job Requirements**

- Minimum of 2 years of hands on experience in the IT Field
- Minimum of 2 years' experience installing and troubleshooting various workstations, software, network servers , firewalls, etc
- Strong knowledge of Microsoft Active Directory and Exchange
- Courteous, tactful, and professional presentation; reliable, flexible, and dependable.
- Ability to work independently AND within a team environment.
- Enjoy the challenge of solving problems. Possess strong need and natural talent for analyzing the symptoms, identifying what is wrong, and finding the most optimal solutions.
- Excellent documentation skills and process driven orientation
- Excellent customer service skills – ability to deal with customer-service related issues and think on your feet
- Industry experience in the IT and/or Telecommunications industry
- Strong organization and multi-tasking skills
- Reliable, flexible, and dependable work ethic
- Proficient with Microsoft office products (Word, Excel, PowerPoint)

**A plus if you have:**

- Experience installing and troubleshooting VoIP premised-based and cloud phone system
- Experience with Telecommunication products – especially ShoreTel, Cisco & Hosted IP phone systems
- Current Cisco certifications: CCNA, CCDA, etc.
- Current MCSE certifications
- 2+ years experience with Networking Consulting

#### **Benefits**

- **Insurance**  
Medical, Dental, Vision, and Life Insurance
- **Paid Time Off**  
Vacation, Sick Time, and Holidays
- **Investments**  
401K with Company Match
- **Additional Benefits**  
Performance-based Bonuses  
Education Assistance

Please email your resume with the position in the subject area and any questions you may have to [supportresumes@bcsconsultants.com](mailto:supportresumes@bcsconsultants.com)