

Looking for a career with professional growth in a close-knit, fun atmosphere? Alvine Engineering offers the perfect balance of technical and professional growth. We're big enough to deliver cutting-edge experience; small enough to know your name. We think you are going to like Alvine Engineering.

Job Responsibilities:

- ▶ Provide end-user support, set up user accounts, and troubleshoot connectivity issues
- ▶ Deployment and maintenance of Servers
- ▶ Design, maintenance, and support of Active Directory
- ▶ General Windows Server administration
- ▶ Ensure all servers, workstations, and various network and infrastructure devices adhere to security and compliance requirements.
- ▶ Perform configuration changes and manage/maintain endpoint security compliance
- ▶ Define and document best practices and support procedures
- ▶ Direct third-party vendors who may be involved in diagnosing and correcting system-related issues and assist with solutions
- ▶ Support the Help Desk function, including responding to service requests in a timely manner as needed
- ▶ Function collaboratively as part of a fast-paced, customer-oriented team

Qualifications:

- ▶ Bachelor's degree in Information Technology/Computer Science, or related field preferred
- ▶ At least 2 years of verifiable experience working as a systems/network administrator, or relevant IT experience with equivalent responsibilities
- ▶ Must have basic proficiency with networking, and understand concepts such as: VPN, DHCP, DNS, IP Subnets, along with routing, switching, and firewalls
- ▶ Proficiency with Windows operating systems, experience with Active Directory, familiarity with ticketing systems
- ▶ Define problems, collect data, establish facts, and draw valid and concise conclusions
- ▶ Flexible and able to adapt to a rapidly changing environment
- ▶ Must be organized and be able to manage projects of varying length
- ▶ Positive, self-motivated individual who can complete tasks independently on a priority basis
- ▶ Strong communication skills, including writing, speaking, and active listening
- ▶ Excellent customer service skills, including interpersonal conversation, patience, and empathy
- ▶ Organization, time management, and prioritization abilities
- ▶ Commitment to a high level of accuracy and ability to problem solve and think critically

We Offer:

- ▶ Professional development opportunities, organization, and professional registration; and tuition and technology reimbursement programs
- ▶ Medical, dental, vision, and life insurance benefits, as well as supplemental insurance through AFLAC
- ▶ Generous 401(k), profit sharing, and discretionary bonuses
- ▶ Progressive wellness benefits, including fitness reimbursement and volunteer time off

With six locations across the Midwest, Alvine Engineering offers a solid foundation and room for you to advance your career. Join a team where you can make a difference and strengthen our foundation of excellent design, client satisfaction, and leadership.