

Title: Systems Administrator

Department: Information Technology (IT)

Reports to: Information Technology Director

Classification: Full-time, 40 hours a week

SUMMARY: Frontiers is a Christian, faith-based non-profit working with churches to send their workers overseas. The Systems Administrator is a hands-on position requiring broad experience at helpdesk, server support, infrastructure, networks, operating systems, enterprise applications as well as facilitating success for multiple forward-looking projects involved with migrating infrastructure and applications to the cloud.

ESSENTIAL RESPONSIBILITIES:

- Manage & support VMWare environment of virtual servers with Microsoft Server OS, Linux based server OS.
- Support Microsoft 365 and Azure Active Directory and Cloud systems
- Support hardware lifecycle management including purchasing, setup, configuration, deployment, repair, patch management, decommissioning and recycling
- Support Disaster Recovery, Backup strategies and solutions
- Coordinate and manage vendors and contracts for systems and services
- Manage licensing for all systems, devices, and solutions
- Support on premise and cloud networks, switches, WIFI, VPN, Firewall, WAF, and access control lists.
- Provide project management for IT projects as needed
- Participate in all activities of the Information Technology Support team

SKILLS/TRAITS:

- Excellent problem-solving skills
- Ability to work independently and collaborate with a team.
- Experience with On-Prem/Cloud - Physical/Virtual – and Hybrid systems and servers
- Experience with networks, firewalls, and security
- Experience with Azure and Microsoft 365
- Advanced understanding of Networks, Switches, Routing, Firewalls, etc.

QUALIFICATIONS:

- 8 years of experience in related IT field, or a bachelor's degree in Information Technology, or related discipline plus 5 years of relevant experience
- Microsoft, Network, and Security related certifications preferred
- Personal relationship with Jesus Christ.

Frontiers values the importance of life and work balance and offers flextime options. This job posting is a summary of the position. A full description will be provided during the recruiting process.

This is not a remote position but is located at our US sending base office.

To apply, send a cover letter and resume to hr@frontiersusa.org. No phone calls please. Because of the number of emails received, you may not receive an individual response.