

**Terma North America (TNA)**, the US subsidiary of Denmark based Terma A/S, is searching for a highly qualified **IT Systems Administrator** to join our team of exceptionally dedicated professionals in an exciting and rewarding fast paced highly successful company. Leveraging the outstanding Terma reputation and our strong relationship with the US DoD, Homeland Security and large Prime Contractors for more than three decades, Terma has developed a significant presence in the U.S. as provider of mission critical solutions for aerospace, defense and security sectors. We are known as an independent, agile, and fast responding partner for mission customized solutions. For further information, please visit [www.terma.com](http://www.terma.com).

**Location:** Warner Robins, GA

### **The Challenge:**

The Systems Administrator (SA) will be responsible for client-side IT equipment and services including laptops, desktops, peripherals, voice and video communication systems, new employee build-ups, client hardware upgrades and replacement, iOS device management and deployment, operating system and software deployment, equipment and supply inventory, and other duties as assigned. The SA will interface with other Terma North America staff, vendors, etc. for training, resolution of IT issues and questions, and process audits. The SA will develop and maintain documentation for processes and training. The position will also serve as a backup to the Network Administrator through cross-training.

The successful candidate will be self-motivated requiring minimal supervision in a fast-moving and ever-changing environment. Additionally, the candidate must be motivated to learn new skills and techniques to stay current with changes in the IT world from new technologies and security requirements. Attention to detail, communication and documentation skills across a multi-disciplinary and multi-location environment, resourcefulness, and organization skills are a must.

### **Job Duties:**

- Work with end-users to troubleshoot and eliminate client issues with IT equipment
- Use automation tools to create and maintain OS and software deployment packages
- Maintain an excellent security posture at all times
- Create and maintain Active Directory user and computer objects
- Deploy and maintain iOS mobile devices
- Deploy and maintain laptops and desktops and associated peripherals
- Deploy and maintain voice and video communication systems
- Maintain inventory of IT equipment, software, licenses, and services
- Make recommendation to management for process improvements, new or replacement technologies, and service changes/adjustments
- Develop and maintain documentation of IT systems, configuration, use, and other information
- Provide end user training for use of IT equipment and services
- Participate in group discussions for problem resolution or new equipment/service steering
- Monitoring of IT systems and services for proactive problem resolution
- Cross-train with the Network Administrator for backup duties

### **Qualifications:**

#### **Minimum Education and Experience:**

- Associate degree in IT/IS, Computer Science, or a recent professional certification in a relevant field and 2 years' experience in an IT client-side environment

#### **Required Skills and Experience:**

- Knowledge of IT security techniques and systems
- Well-developed experience with all currently supported version of Windows client operating systems, and at least some knowledge of Windows Server operating systems
- Working knowledge of WAN, WLAN, and LAN topologies, troubleshooting, and deployment



- Ability to prioritize assignments and multi-task under pressure of deadlines
- Ability to work independently and in a group setting as needed
- U.S. citizenship with ability to obtain a Department of Defense (DOD) Security clearance
- Experience in Windows operating systems
- Ethernet and wireless network technologies experience
- Desktop, laptop, and peripheral service experience
- Knowledge of voice and video communication systems
- Use, deployment, and troubleshooting of Office 365 ProPlus

**Preferred Skills and Experience:**

- Linux OS deployment and management
- In-depth knowledge of Windows Server OS
- Active Directory, Group Policy, DFS, DNS, DHCP, and related network services
- VMWare ESXi management
- Perimeter security management
- Microsoft SQL server management

**To Apply:** Send resume to Terma North America, Inc. – [employment@termana.com](mailto:employment@termana.com)

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