

**Job Title:** Sr. System Administrator - WinTel/Exchange

**Reports To:** Director, IT Infrastructure

FreeLife International is a direct marketing organization that is experiencing significant growth. Due to our growth and the implementation of new systems, we are currently recruiting for a talented Sr. WinTel System Administrator with experience supporting Exchange.

**Job Responsibilities:**

- Installs new software releases, system upgrades, evaluates and installs patches and resolves software/hardware related problems in area of specialty.
- Installs and maintains server hardware.
- Perform daily administration and support of hardware and/or software in area of specialty.
- Perform root cause analysis of issues/problems and create preventative measures. Interfaces with vendors and other support groups to ensure proper escalation and coordination.
- Monitor performance of server hardware/software and make appropriate change to achieve optimal performance
- Perform capacity planning to ensure appropriate hardware/software is deployed to meet business requirements.
- Reviews hardware/software vendor release schedules and schedules preventative maintenance to ensure technology remains supported by the vendors.
- Participates in defining technical architecture and ensures architecture supports current and future business requirements.
- Evaluate and recommend new procedures, software or other tools to enhance capabilities
- Lead projects to test, pilot and or implement new hardware and software.
- Lead efforts to promote the effective use of available tools and processes by support resources. Consistently look for ways to make improvements to current processes.
- Able to carry a company-provided cell phone and be available to respond during working and non-working hours

**Position Requirements:**

- 3+ years of hands on experience working with Microsoft technologies including Windows 2003/2008 and Active Directory and DNS.
- 3 to 5+ years experience designing, maintaining and administering a enterprise messaging environment which includes Exchange 2003/2007, Microsoft Outlook, OWA, virus protection, BES, spam filtering and security at an enterprise level
- Full understanding of TCP/IP and related networking protocols.
- Experience installing, configuring and administering WinTel hardware along with diagnosing and isolating system level hardware and software issues.
- Experience working in large data centers running highly available web applications with established metrics to measure SLA's
- Experience leading a sever consolidation project utilizing VMware or Hyper-V
- Experience installing and supporting Veritas NetBackup/ BackupExec and/or CA ARCserve.
- Experience with SharePoint Server is a plus

- Experience in Simple Mail Transport Protocol (SMTP) functionality is a plus
- Experience monitoring performance, capacity planning and incident/problem resolution.
- Ability to lead projects through full lifecycle including requirements gathering, design, test, documentation and implementation.
- Experience administering LSMTP and/or send mail a plus
- A basic understanding of database concepts, routers, firewalls, traffic managers.
- Ability to understand business requirements and translate those to technical requirements
- Strong communication, documentation, teamwork, and relationship-building skills. Ability to communicate to technical staff (applications development and technical services) and management.
- MCSA/MCSE certifications preferred
- BS or BA degree or equivalent work experience