



System Administrator
Job Code: R190827_SA

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Our Raleigh office is currently seeking a Systems Administrator. Ideal candidate will have the ability to prioritize tasks, handle multiple deadlines and perform the responsibilities effectively and timely with a high degree of accuracy, and be capable of working independently as well as in a team environment.

Responsibilities:

- Responsible for installing, configuring, troubleshooting and administering all company standard devices
- Works on the implementation of workstations, servers, network infrastructure and software services in a design and graphically concentrated environment
- Assist in monitoring, adjusting and maintaining the LAN/WAN interconnectivity, network-level security, and the stability and integrity of the network and provided services
- Assist in accomplishing the organizations overall goals and objectives regarding additional technologies, services, changes to the network infrastructure and operational logistics
- Provide support regarding day-to-day operations
- Other miscellaneous duties as assigned

Qualifications and Requirements:

- Minimum 6 mos. progressive experience in Systems Administration
- Posses an Associates degree, or are currently working towards an Associates or Bachelor's degree in a related field
- Knowledge of Microsoft Windows Server 2012 and later versions, Microsoft Windows 7 and later versions, and Microsoft Office 2013 and later versions required
- Knowledge of workstations, laptops and servers
- Knowledge of DELL EqualLogic SAN and Cisco Meraki switches
- Working knowledge of REVIT is a plus
- Must have the ability to interact positively with others, solve problems and communicate solutions to others constructively
- Effective verbal and written communication skills
- Detail-oriented, self-motivated, enthusiastic and flexible

General and Physical Demands

Ability to stand or sit for prolonged periods of time, occasionally stoop, kneel, crouch, reach, and twist, lift, carry, push, and/or pull light to heavy amount of weights up to 75 pounds is occasionally required. Frequently communicates with staff, suppliers, vendors, etc. to exchange information. Individual to constantly move inside the office and to occasionally ascend/descend stairwells to access workstations and other office equipment in these locations, including under the desks and in server closet. Good hand to eye coordination is necessary to read electronic displays and screens and printed materials, also requires repetitive hand movement to constantly operate a number of computer and other office productivity equipment such as a computer keyboard, copy machines, plotters, computer printers, audio/visual equipment and other office equipment to troubleshoot and correct issues. This position operates in a professional office environment and ability to travel using private or commercial transportation occasionally may be required.

With an open office concept, our culture is collaborative, fast-paced and team-oriented. Our ideal candidate is someone who fits into that culture by being self-motivated to learn fast, with a desire to make a positive impact on those around them.

To join our dynamic firm, please e-mail resume and portfolio in PDF to: michellem@clinedesignassoc.com. Subject line for email submissions should read "R190827SA – YOUR NAME." No phone calls, please. Cline Design is an EOE, and participant in the Federal E-Verify program