



IT System Administrator

Full Time, year round, non-exempt

Annual Salary: \$42,000-\$63,000/year

Reports to: IT Manager

Come join our team of talented employees, in a fast paced mission-based company located in Vermont's beautiful Northeast Kingdom. High Mowing Organic Seeds is an independently owned leader in the non-GMO seed, farming and food community, committed to providing high quality organic seeds to our customers. We care about the earth, each other and what we do.

The IT Systems Administrator will provide technical support to end users. They will also perform routine maintenance on and troubleshoots issues related to computers, phones, LAN, applications, computer peripherals, and security. This position will provide tier 1 and tier 2 support.

Responsibilities:

- Install and configure software and hardware
- Performs problem management, investigates root causes of technical issues and implements permanent fixes
- Performs routine security and asset auditing related to IT services
- Performs routine maintenance on computers, phones, printers and other technical hardware and software
- Interacts with external vendors regarding the provisioning of new services as well as technical support escalations (e.g. VoIP vendor, enterprise application vendor, etc.)
- Monitors organization's network health
- Other tasks and projects as needed

Skills and Qualifications:

- Skilled in problem analysis and resolution
- Experience trouble shooting workstation, software, telecom and other technical services
- Experience with networking technologies including Active Directory, DHCP, DNS, firewall configuration, Microsoft HyperV, TCP/IP v4/v6, VLANs, VPN and wireless
- Willingness to work flexible shifts and schedule including weekends, nights and holidays
- Highly self-motivated with a customer-centric attitude
- Minimum: High school diploma plus relevant job-related certifications
- Minimum: Five years related work experience

Preferred Qualifications:

- Experience with Windows and Mac operating systems
- Certification or quality experience in supporting networks, firewalls, switches and routers
- Certification or quality experience in Windows or Linux server environments
- Understanding of frameworks and industry compliance (e.g NIST, PCI, ISO27001, etc.)

To apply: Email resume, cover letter, and references to jobs@highmowingseeds.com
Please put the job title in the subject line. No phone calls please.