

Date: April 2022

POSITION: IT Administrator – Junior Level

ROLE: We are looking for a motivated and flexible self-starter with 3 to 5+ years of experience in IT administration. This individual will be supervised by the Director or IT Administrator. The successful candidate must be knowledgeable, experienced, mature, trustworthy, and able to problem-solve.

DUTIES AND RESPONSIBILITIES: The ability to work with others in a collaborative environment is essential. Must be (or become) familiar with the following:

- Hardware / software support, data storage and backup.
- Active Directory, group policy, Office 365, Cloud Applications
- Windows 7,10,11 Windows Active Directory, Hyper V, VMWARE. Windows Server 2012, 2019, minor Linux and ESXI Hypervisor skill sets.
- License management; patch management.
- Computers, Laptops and Servers -- Setup, configure, troubleshoot, repair. Endpoint security and management.
- Remote management.
- Provide backup for security risk factors, security processes, antivirus software, and performance. Commitment to security of IT systems and data is crucial.
- Document, maintain, and provide upgrade to information security policies and processes.
- Provide knowledge to expedite computer related management programs.
- Coordinate and troubleshoot operating systems and programs across various departments.
- Participate in execution and enhancement of product-oriented programs.
- Ensure completion of analytical studies, maintain log recording, and assist employees by sticking to proper disaster overtaking plans.
- Document and develop custom tools to enhance network access.
- A+, Server+, Security+, MCP, MCSE certified are a plus.

QUALIFICATIONS: Information Technology: 3 to 5 years (Preferred)

GENERAL INFORMATION:

- The position is a full time, salaried position. Salary will be commensurate with the training and experience.
- The Woods Hole Group offers a full-time benefit package that includes a 401(K) program, health insurance benefits, and competitive vacation and sick time policy.
- This position will be filled at our **Bourne, MA** office location.

Individuals who succeed at Woods Hole Group are pleasant, hard-working, self-starters who share our passion for innovation and commitment to high quality work. Further information about the company:

www.woodsholegroup.com

In accordance with applicable Executive Order 14042 and related requirements, all prospective hires for this position, performing work for the federal government, will be required to demonstrate that they have been fully vaccinated for COVID-19, or qualify for an exemption to this vaccination requirement. Such proof of vaccination, or written request for exemption, will be required, following receipt of written offer.



If this opportunity matches your experience and career visions,
please send resume outlining education, work experience and salary history to:

The Woods Hole Group, Inc.
107 Waterhouse Road
Bourne, MA 02532
E-mail: IT_JOB@WHGRP.COM

AN EQUAL OPPORTUNITY EMPLOYER