

Position: IT Junior System Administrator

Company: The Oliver Group, LLC

Recruitment Assistance Required: No

Company Profile: The Oliver Group is an independently owned, internationally recognized leader in electronic discovery and compliance related services. TOG provides expert services in data acquisition, forensic analysis, media/tape restoration, and electronic discovery consulting and processing. Our consultative approach, flexible solutions, expert personnel, and defensible processes have led to our clients turning to us for highly complex, large volume and company critical matters. We provide our services on a global basis from our U.S. headquarters in Connecticut and our European Union office in London. Our services provide unique value across segments and are packaged for corporations, law firms, and our channel partner network. For more than 17 years, The Oliver Group has effectively managed some of the most significant litigation and compliance matters around the world.

Job Description: The Oliver Group is looking to fill the position of IT Junior System Administrator with an individual who demonstrates a strong work ethic, enthusiasm related to learning new technologies, and is looking to take the next step in their technical career. The individual working in this position will operate out of the Pawcatuck, CT office within the internal Information Technology Department. This position reports to the Technology Manager. Candidates applying for this position should possess the skills and qualities identified below.

Note Regarding Qualifications: There is a degree of flexibility when it comes to meeting the requirements of this position. If hesitant about applying due to perceived lack of experience, please apply anyway. The Oliver Group is willing to provide necessary professional development to the right candidate with minor deficiencies in meeting the job qualifications.

- **Work Experience and Education:**
 - Minimum of 2 years of experience working in the area of Information Technology
 - Bachelor/Associate Degree or equivalent work experience in a technology-related field

- **Essential Qualifications:**
 - Strong aptitude for learning new technologies
 - Demonstrated strong work ethic and understanding of the rigors of IT careers
 - Willingness and ability to assist with periodic system maintenance during off-peak hours
 - Experience with desktop operating systems including current and past versions of Windows and MacOS
 - Experience with networking technologies including but not limited to network interface cards, switches, firewalls, routers, and network wiring
 - Experience with concepts associated with server technologies such as redundant hardware, RAID arrays, and the basics of server-class operating systems
 - Knowledge associated with IT security best practices and technologies, such as anti-virus software, patch management, basic firewall configurations, and user management
 - Strong troubleshooting knowledge and understanding of problem solving methods
 - Strong knowledge of general computer hardware and peripherals
 - Ability to communicate effectively in written and verbal form
 - Capable of handling stressful situations in a professional and calm manner

- **Preferred Qualifications:**
 - Experience with enterprise-class network device configurations (switches and firewalls), Unix/Linux based operating systems, tape media technologies, common backup software packages (Symantec Backup Exec), Microsoft SharePoint, Microsoft Exchange, Symantec Ghost, telephone system management or SAN/NAS storage technologies
 - Actively holds or is pursuing professional certifications related to the field of Information Technology

- Currently holds or is capable of obtaining a U.S. Passport

Application Process:

Please submit to The Oliver Group a current resume that addresses how your experience level matches the previously mentioned requirements and also identifies any additional skills that may be of value to the company. **In the resume, please state your salary requirements.** Include a cover letter that highlights your qualifications and any significant career achievements to date. Also include two professional references. All items should be emailed to itjobs@the-olivergroup.com or sent via ground mail to the following address:

Information Technology – Hiring Manager
The Oliver Group
595 Greenhaven Road
Pawcatuck, CT 06379

Additional Information:

- Relocation assistance is not available for this position.
- Please do not contact the company with offers for recruitment assistance related to this position.