

System Administrator

Horizons Engineering, Inc is a growing Civil, Environmental, Structural Engineering and Land Surveying firm with offices in Littleton, New London, Newmarket and Conway, New Hampshire; Sharon and Newport, Vermont and Saco, Maine.

Horizons has an immediate opening for a System Administrator. The position will provide remote support to employees at each location as needed and be responsible for on-site IT services such as hardware setup, maintenance and inventory, software configuration, updates, upgrades and licensing. Other duties will include administration of Office 365 policies, permissions and users and be responsible for maintaining data management and security protocols as well as provide insight and recommendations on current operations and future initiatives.

Our staff at Horizons Engineering, Inc. is a close-knit group of hard-working individuals who value client service, and design innovation. The successful candidate will have a strong work ethic, be friendly, organized, professional and help maintain a pleasant working environment.

Specific requirements of the position include:

- High School Graduate;
- Valid driver's license, insurance and reliable transportation;
- 2+ years in an information technology role or related position
- Knowledge of computer networking and file storage systems
- Understanding of and experience with Microsoft Windows, Office 365 and Azure systems;
- Have excellent communication and organization skills;
- Be friendly, courteous and ready to help;
- Ability to occasionally lift up to 40 lbs;
- Ability to work well under pressure.

Desirable skills for this position include:

- Background working in a civil, survey or related discipline and related software and procedures;

Location:

Ability to visit each Horizons location on an as needed basis.

Salary

\$20-40/hour based on experience

If you meet the requirements of this position and have a desire to work hard, learn and grow and successfully face challenges we want you on our team! Please forward a resume and cover letter to:

Horizons Engineering, Inc.

Attn: Human Resource Manager

34 School Street

Littleton, NH 03561

Or via e-mail at:

hrmgr@horizonsengineering.com

Horizons Engineering, Inc. is an equal opportunity employer.

For more information on our firm check us out at www.horizonsengineering.com.