



ATLANTA DALLAS DENVER HARTFORD IRVINE MIAMI NEW YORK OMAHA PHOENIX SAN DIEGO SEATTLE NATIONWIDE

COMPUTER SYSTEMS ADMINISTRATOR

Fulcrum – a leading consulting firm managing risk in the real estate and construction lifecycle nationwide is seeking a full-time talented **Computer Systems Administrator** to join our team in Scottsdale, Arizona!

Our collaborative team of employees with diverse construction backgrounds is dedicated to delivering the highest quality services to our clientele including lenders, financial institutions, equity investors, owners and developers on a comprehensive service portfolio that supports any development or re-development project from master-planned communities to towering skyscrapers.

The successful candidate for this position will have a desire to support a team comprised largely of highly proficient and technical individuals (internal clients) who rely on corporate IT professionals to address and resolve their internal technology requirements with a level of consultative efficiency, as we similarly offer our external clients.

Position Description

Responsibilities of the **Computer System Administrator** include but are not limited to ensuring **Fulcrum's** technology infrastructure runs smoothly and efficiently. This incorporates maintaining, upgrading and managing our software, and hardware; driving enhancements; providing timely support for all IT-related functions on a daily basis; and, accurately diagnosing and resolving problems quickly.

Daily support functions will include:

- Installation and configuration of corporate software and hardware
- Setup, deployment, and support of new user accounts and workstations
- Monitoring performance and maintenance of systems (as required)
- Troubleshooting issues and outages
- Ensuring security through access controls, backups and firewalls
- Development and expertise to train staff on new technologies

The position reports to a senior staff member/manager.

Travel in- and out-of-state is a requirement, and will include overnight stays.

Requirements: Knowledge and Skills

- Four-year degree (BSc or BA) in Information Technology, Computer Science or a related discipline; professional certification.*
- Four+ years of experience as a Computer System Administrator or similar role.
- Deep understanding of root cause analysis.
- High degree of knowledge in infrastructure components and both network and desktop systems support, including setup, modification and deployment.



- Knowledge must include:
 - Windows Desktop support (iOS and MacOS support a strong plus)
 - Microsoft Certified Systems Administrator (MCSA) is a plus.
 - Microsoft Windows Server Environment (Hyper-V a strong plus)
 - Microsoft Active Directory
 - SonicWall (firewall)
 - Microsoft Exchange online management of Microsoft O365
 - Moderate understanding of Networking
 - Network technologies, including TCP/IP, DNS, DHCP, firewalls, etc.
 - Scripting or programming experience
 - Web Administration
 - Backup solutions
 - Virus solutions
 - Hardware and Citrix ShareFile support
 - Citrix Video Delivery
 - Microsoft SQL (strong plus; SQL or document projects)
 - Microsoft Visual Basic (strong plus)

- Highly articulate with first-rate interpersonal and communication skills and ability to effectively interact at all levels within and external to the organization.
- Resourceful with exceptional problem solving, prioritization, organizational, and multitasking skills.
- Strong focus on detail and able to handle diverse tasks with high degree of accuracy and timeliness.
- High proficiency in Microsoft Office (Excel, Word, etc.); Bluebeam proficiency preferred.
- Physical demands include sitting, standing, walking, bending, climbing stairs/ladders, negotiating work spaces.

*Consideration may be given to candidates with an equivalent combination of education and related experience, and/or who are pursuing a related degree and/or professional certification.

This is an excellent opportunity for an individual who excels in a fast-paced environment and stable company.

Please submit your application, resume, and cover letter at:

<https://fulcrumcompany.com/careers/>

You may also want to visit our LinkedIn company page to learn more about us!